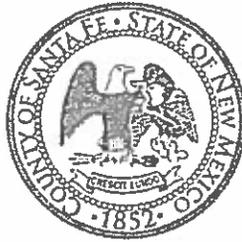




Daniel "Danny" Mayfield
Commissioner, District 1

Miguel M. Chavez
Commissioner, District 2

Robert A. Anaya
Commissioner, District 3



Kathy Holian
Commissioner, District 4

Liz Stefanics
Commissioner, District 5

Katherine Miller
County Manager

CASE NO. V 13-5270

VARIANCE

MARIA ZUBIA & REBECCA ORNELAS, APPLICANT

ORDER

THIS MATTER came before the Board of County Commissioners (hereinafter referred to as "the BCC") for hearing on December 10, 2013, on the Application of Maria Zubia & Rebecca Ornelas (hereinafter referred to as "the Applicants") for a variance of Ordinance No. 2007-2, (Village of Agua Fria Traditional Community Zoning District), Section 10.6 (Density Standards), to allow two dwelling units on 0.638 acres. The BCC, having reviewed the Application and supplemental materials, staff reports and having conducted a public hearing on the request, finds that the Application is well-taken and should be granted, and makes the following findings of fact and conclusions of law:

1. The Applicants request a variance of Ordinance No. 2007-2, (Village of Agua Fria Traditional Community Zoning District), Section 10.6 (Density Standards) to allow two dwelling units on 0.638 acres.

2. The property is located at 2144 Camino Polvoso, within Section 5, Township 16 North, Range 9 East ("Property").

3. Ordinance No. 2007-2, (Village of Agua Fria Traditional Community Zoning District), Section 10.6 (Density Standards), which is an amendment to the Santa Fe County Land Development Code Ordinance 1996-10 (the Code), provides that minimum lot size in this area is

.75 acres per dwelling unit. Lot size can be reduced to .33 acres with community water and sewer.

4. There is currently one dwelling unit and one accessory structure on the property, none of which are properly permitted. The lot is served by community water and sewer. The additional dwelling unit may be connected to both community water and a community sewer system.

5. Applicants are lacking 958 square feet to qualify for placement of a second dwelling unit on the property without requiring a density variance.

6. The subject lot was created on June 8, 2005 and is recognized as a legal lot of record and purchased by Applicants in July of 2013. Shortly after purchasing the lot, Applicants moved a mobile home onto the property without a Development Permit. Ms. Zubia and her three daughters and grandchildren now live in the residence.

7. Applicant Maria Zubia seeks to move another daughter onto the subject property to facilitate assisting with child care for the daughter's two young children.

8. The County Development Review Committee (CDRC) met on October 17, 2013 and heard this Application. The CDRC recommended that the variance be granted subject to staff conditions.

9. Staff recommended the following conditions of approval:

a. The Applicants must obtain an After the Fact permit for the mobile home and accessory structure.

b. The placement of additional dwelling units or Division of land is prohibited on the property.

c. The Applicants shall comply with all Fire Prevention Division requirements at the time of Development Permit Application.

10. The Applicants agreed with staff's conditions.

11. The granting of the requested variance is a minimal easing of Ordinance 2007-2 and will not nullify the purpose of the Code.

12. Strict compliance with the Code in this instance will result in extraordinary hardship to the Applicants because of unusual topography or other non-self-inflicted conditions and will inhibit the achievement of the purposes of the Code.

13. The requested variance will not result in conditions injurious to health or safety.

14. No members of the public spoke in favor or opposition to the Application.

15. The application is well taken and should be granted.

WHEREFORE, the Board of County Commissioners of Santa Fe County hereby unanimously approves the request for a variance of Ordinance No. 2007-2, (Village of Agua Fria Traditional Community Zoning District), Section 10.6 (Density Standards) to allow a second dwelling unit on 0.638 acres.

IT IS SO ORDERED.

This Order was approved by the Board of County Commissioners of Santa Fe County on this ____ day _____ of 2014.

BOARD OF COUNTY COMMISSIONERS

By: _____
Daniel Mayfield, Chair

DRAFT

CHAIR HOLIAN: Now we are going on to hear the –
COMMISSIONER STEFANICS: Madam Chair.
CHAIR HOLIAN: Yes, Commissioner Stefanics.
COMMISSIONER STEFANICS: Oh, never mind.
CHAIR HOLIAN: We are going on to the land use cases and we will hear

6.a.i.

6. Public Hearings

a. Land Use Cases

i. CDRC Case # V13-5270 Rebecca Ornelas & Maria Zubia Variance.
Rebecca Ornelas and Maria Zubia, Applicants, Request a Variance of Ordinance No. 2007-2 (Village of Agua Fria Traditional Community Zoning District), § 10.6 (Density Standards) to Allow a Second Dwelling Unit on 0.638 Acres. The Property is Located at 2144 Camino Polvoso, within the Traditional Community of Agua Fria, within Section 5, Township 16 North, Range 9 East (Commission District 2). Miguel "Mike" Romero, Case Manager

MIKE ROMERO (Case Manager): Good evening, Commissioners. I may reiterate some of which you just read so bear with me.

COMMISSIONER MAYFIELD: Madam Chair.

CHAIR HOLIAN: Commissioner Mayfield.

COMMISSIONER MAYFIELD: Just real quick. We have a translator I believe for this case.

MR. ROMERO: Madam Chair, Commissioner Mayfield, that is correct.

COMMISSIONER MAYFIELD: I just want the record to reflect that and we might need to slow down a little bit because there has to be some translation done on this case so the interpretation can take place, please.

MR. ROMERO: Okay.

CHAIR HOLIAN: Yes, and can you come up and speak into the mike. I can't really hear you. And would you please identify yourself for the record.

FLOR de MARIA OLIVA: Flor de Maria Oliva, the interpreter and interpreter is requesting that Mr. Romero speaks loud. I'm having difficulty hearing him the back.

CHAIR HOLIAN: Mr. Romero, can you speak loud please.

MR. ROMERO: Okay, I will speak louder and I will speak slower. The property is located within the Traditional Community of Agua Fria where the minimum lot size is 0.75 acres per dwelling unit. Lot size can be further reduced to 0.33 acres per dwelling unit with community water and sewer. The subject property is served by community water and sewer. In order to have two dwelling units on the property, the lot would have to be at least 0.66 acres, 28,749 square feet in size. The Applicant is lacking approximately 958 square feet of property to meet Code requirements for two dwelling units.

There is currently one dwelling unit and one accessory structure on the property. The Applicant purchased the property in July, 2013, and shortly after moved a mobile home onto the property without a Development Permit from Santa Fe County. The Applicant along with

her three daughters and grandchildren reside in the current residence. If the variance is granted, the Applicant intends to move an additional mobile home onto the subject property. The proposed mobile home that would be placed on the property belongs to another daughter who does not live in the current residence or resides on the subject property. The Applicant's intention is to move this daughter onto the subject property in order to help provide special needed care for her daughter's two young children.

May I enter the conditions into the record?

1. The Applicant must obtain an After-the-Fact permit for the mobile home and accessory structure (As per Article II, § 4.5.2b Article II, § 2).
2. The placement of additional dwelling units or Division of land is prohibited on the property (As Per Ordinance No. 2007-2 Section 10.6).
3. The Applicant shall comply with all Fire Prevention Division requirements at time of Development Permit Application (As per 1997 Fire Code and 1997 Life Safety Code).

CHAIR HOLIAN: Yes, you may. Are there any questions of staff? Seeing none, is the applicant here? Do you wish to add anything? [translated in Spanish] If so, please come forward to the mike and be sworn in?

[Maria Zubia was duly sworn]

[The questions and Ms. Zubia's responses were translated to English by the interpreter]

MARIA ZUBIA via INTERPRETER: My address is 2144 Camino Polvoso.

CHAIR HOLIAN: Would you like to add anything?

MS. ZUBIA via INTERPRETOR: No, that's all. My petition is because I want to have my daughter and my grandchildren closer to me to be able to help her with them. Because the issue is that some of my grandchildren have been born with health issues and require care more than a normally born child would require. I'm requesting this permit because I want my daughters to be closer to me, to be able to have their home and the issue is the size of the lot is slightly smaller to able to have this house in there.

CHAIR HOLIAN: Thank you. Are there any questions for the applicant?
Commissioner Chavez.

COMMISSIONER CHAVEZ: Yes, thank you, Madam Chair. Ms. Ornelas do you and your applicant understand the conditions of approval? There are three conditions of approval.

MS. ZUBIA via INTERPRETOR: Yes.

COMMISSIONER CHAVEZ: And have you explained those to her?

MS. OLIVA: There seems to be a confusion. She is Mrs. Zubia. I am Ms.

Oliva –

COMMISSIONER CHAVEZ: You're the interpreter?

MS. OLIVA: I am Ms. Oliva, the interpreter. I am not Ms. Ornelas.

COMMISSIONER CHAVEZ: Right, okay I apologize. I mixed you up. So then have you explained to the applicant that there are three conditions of approval?

MS. OLIVA: No, I haven't because I am here only to interpret and the conditions of the approval haven't read.

COMMISSIONER CHAVEZ: Well, then, Madam Chair, would it okay for me to read those conditions of approval?

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CHAIR HOLIAN: Yes, please.

COMMISSIONER STEFANICS: On this point.

CHAIR HOLIAN: Yes, Commissioner Stefanics.

COMMISSIONER STEFANICS: Madam Chair, and I'm sorry to interrupt Commissioner, but hasn't staff explained these conditions? Could we hear from the staff please.

MR. ROMERO: Madam Chair, Commissioner Stefanics, the applicant did go before the CDRC and prior to the CDRC Mrs. Ornelas, the daughter of Mrs. Zubia, is the applicant that actually came in and submitted the information, the application itself. I've met with her and her mother numerous times and explained to them the report and what was needed to be done as far as the conditions. I did meet with the applicant prior to this meeting this evening and, again, I explained to them what needed to be done as far as the staff conditions. Mrs. Ornelas the other applicant which is the daughter to Mrs. Zubia who is also the other property owner understood staff conditions. They were explained to them before the meeting.

So staff conditions were read and explained to the applicants and they understood and agreed to what needed to be done if this was approved.

COMMISSIONER STEFANICS: So, Madam Chair, I just one more questions. Were the conditions provided to the applicant in writing in English and in Spanish?

CHAIR HOLIAN: Mike, were the conditions presented in writing?

MR. ROMERO: The conditions were presented in writing in English.

CHAIR HOLIAN: Mike, did they have an interpreter at the time?

MR. ROMERO: Madam Chair, they didn't. They did have an interpreter at the time or at the meeting for the CDRC. It was requested by staff that an interpreter for the BCC to make sure everything was understood and if there were any questions they would be presented at this time.

CHAIR HOLIAN: Commissioner Chavez, perhaps you can then read the conditions and they would be interpreted.

MR. ROMERO: Madam Chair, Commissioners, if I may add one more thing. Both of the daughters both speak and understand English and one of the daughters, that is behind me here, is one that understands and speaks English. She was given the information as to the procedures of the variance and she was also given the interpretative information to her mother at the time and during the application and I believe during the CDRC and now before the BCC.

CHAIR HOLIAN: And the daughter's name is?

VERONICA JIMENEZ: My name is Veronica.

CHAIR HOLIAN: And please be sworn in for the record.

MS. JIMENEZ: I'm sorry.

CHAIR HOLIAN: Can you please be sworn in for the record.

[Duly sworn, Veronica Jimenez testified as follows]

CHAIR HOLIAN: So, Ms. Ornelas, did you explain the conditions to your mother?

Blair

MS. JIMENEZ: Yes, I know what the conditions are. So we like have to have everything so like to have my trailer in the land. I know that this is not like a split. I know that this is like a family, this is not like land separate. It's just to get to family. I don't know how to – I know the conditions. Mike has told me everything and I understand. And I tell my mom everything but sometimes she gets a little confused. But I know that she knows everything.

CHAIR HOLIAN: And you understand that you have to comply with the fire code, correct?

MS. JIMENEZ: Yes, yes.

CHAIR HOLIAN: Commissioner Chavez

COMMISSIONER CHAVEZ: Veronica?

MS. JIMENEZ: Yes.

COMMISSIONER CHAVEZ: I'm going to read the three conditions.

MS. JIMENEZ: Sure.

COMMISSIONER CHAVEZ: And I apologize, I don't mean to make this any harder than it is. But we have to be responsible and do our jobs also. So the first condition is that Applicant must obtain an After-the-Fact permit for the mobile home and accessory structure; and staff can work with you to make that happen.

MS. JIMENEZ: Yes.

COMMISSIONER CHAVEZ: The placement of the additional dwelling unit or Division of land is prohibited on the property. Okay? And then the third one is that the third one, The Applicant shall comply with all Fire Prevention Division requirements at time of Development Permit Application, and I think Mike we can leave this information with them, right?

MS. JIMENEZ: Yes, and like I said, we are ready. I know it.

COMMISSIONER CHAVEZ: So I just wanted to read them into the minutes that way everyone knows and then staff can you the copy of this.

MS. JIMENEZ: Sure.

COMMISSIONER CHAVEZ: Thank you, Madam Chair. Thank you,
Veronica.

CHAIR HOLIAN: Any further questions for the applicant or staff? This is a public hearing is there anyone here who would like to speak on this case either in favor or in opposite? Seeing none the public hearing is closed. What are the wishes of the Board?

COMMISSIONER CHAVEZ: Madam Chair, I'd like to –

CHAIR HOLIAN: Oh, Mike, did you want to say something?

MR. ROMERO: Madam Chair, Commissioners, yes, I just wanted to inform you that the applicant did a receive a copy of the staff report prior to the CDRC and also the interpreter also prior to the BCC received the staff report as well a copy of. So they do have the report as well as the conditions that were –

COMMISSIONER CHAVEZ: Good, I appreciate that. And I just wanted to be sure because I didn't know that so I'm just trying to be thorough and do my job and be sensitive to the request. But if I could, Madam Chair, I'd like to make a motion to approve the variance of ordinance number 2007-2 with the conditions, the three conditions of approval.

COMMISSIONER MAYFIELD: Second.

CHAIR HOLIAN: I have a motion and a second to approve CDRC V-13-5270. All those in favor.

The motion passed by unanimous [5-0] voice vote.

COMMISSIONER CHAVEZ: Buena suerte.

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Daniel "Danny" Mayfield
Commissioner, District 1

Miguel M. Chavez
Commissioner, District 2

Robert A. Anaya
Commissioner, District 3



Kathy Holian
Commissioner, District 4

Liz Stefanics
Commissioner, District 5

Katherine Miller
County Manager

CASE NO. V 13-5110

VARIANCE

ELLEN JACOBS, APPLICANT

ORDER

THIS MATTER came before the Board of County Commissioners (hereinafter referred to as "the BCC") for hearing on November 12, 2013 on the Application of Ellen Jacobs (hereinafter referred to as "the Applicant") for a variance of Article III, Section 10 (Lot Size Requirements) of the Land Development Code to allow two dwelling units on 2.29 acres. The BCC, having reviewed the Application and supplemental materials, staff reports and having conducted a public hearing on the request, finds that the Application is well-taken and should be granted, and makes the following findings of fact and conclusions of law:

1. The Applicant requests a variance of Article III, Section 10 (Lot Size Requirements) of the Land Development Code to allow two dwelling units on 2.29 acres.
2. Article III, Section 10, which governs development of the subject property, imposes a minimum lot size of 12.5 acres per dwelling.
3. Article II, Section 3.I of the Code states that where in the case of a proposed development it can be shown that strict compliance with the requirements of the Code would result in extraordinary hardship to the Applicant because of unusual topography or

other such non-self-inflicted conditions or that these conditions would result in inhibiting the achievement of the purposes of the Code, an Applicant may file a written request for a variance. It further states that the BCC may vary, modify or waive the requirements of the Code upon adequate proof that compliance with the Code provision at issue will result in an arbitrary and unreasonable taking of the property or exact hardship, and proof that the variance from the Code will not result in conditions injurious to health or safety. Section 3.1 provides that in no event shall a variance be granted by the BCC if by doing so the purpose of the Code will be nullified. Additionally, it states that in no case shall any variation or modification be more than a minimum easing of the requirements.

4. The property is located at 55 Camerada Loop, within Section 10, Township 15 North, Range 9 East (“Property”).

5. Three dwelling units have occupied the property since the early 1980s, including the duplex and an accessory structure with a kitchen and bathroom. The accessory structure used to function as a third dwelling unit but was permanently converted into an accessory structure following code enforcement’s commencement of criminal proceedings in Magistrate Court.

6. Applicant relied on her contractor’s assurance that the duplex was allowed by the Santa Fe County Land Development Code. The house was built in order to house Applicant and her elderly mother. Applicant now needs an on-site caretaker for herself.

7. John Hays, attorney for the Eldorado Community Improvement Association, Bill Donohue, President of the Eldorado Community Improvement Association, and area

resident Lacy Keil spoke in opposition to the Application, requesting that only one dwelling unit be permitted on the property.

8. Karl Sommers, Attorney for Ellen Jacobs spoke in favor of the Application.

9. Staff recommended denial of the Application, and recommended imposition of the following conditions if the Application were approved:

A. Water use shall be restricted to 0.50 acre feet per year per home. A water meter shall be installed for each residence. Annual water meter readings shall be submitted to the Land Use Administrator by January 1st of each year. Water restrictions shall be recorded in the County Clerk's Office.

B. The Applicant must obtain a development permit from the Building and Development Services Department for the second dwelling unit and the accessory structure.

C. The Applicant shall provide a liquid waste permit from the New Mexico Environment Department with development permit Application.

D. The placement of additional dwelling units or further division of land is prohibited on the property.

E. The Applicant shall comply with all Fire Prevention Division requirements.

10. The Applicant consented to staff's proposed conditions.

11. Strict compliance with the requirements of the Code would result in extraordinary hardship to the Applicant.

12. The granting of the requested variance is a minimal easing of the Code requirements.

13. Granting this variance request will not nullify the purpose of the Code.

WHEREFORE the Board of County Commissioners of Santa Fe County hereby approves the request for a variance of Article III, Section 10 (Lot Size Requirements) of the Code to allow two dwelling units on 2.29 acres located at 55 Camerada Loop subject to the conditions as stated in Paragraph 9. The motion to approve the variance passed by a 3-2 vote, with Commissioners Anaya, Chavez, and Mayfield voting in favor of the motion and Commissioners Stefanics and Holian voting against the motion.

IT IS SO ORDERED

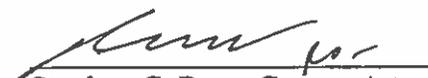
This Order was approved by the Board of County Commissioners of Santa Fe County on this ___ day of _____, 2014.

By: _____
Daniel W. Mayfield, Chair

Attest:

Geraldine Salazar, County Clerk

Approved as to form:



Stephen C. Ross, County Attorney

D R A F T

7. Public Hearings

- a. CDRC Case # V 13-5110 Ellen Jacobs Variance. Ellen Jacobs, Applicant, Joseph Karnes Agent, Requests a Variance of Article III, Section 10 (Lot Size Requirements) of the Land Development Code to Allow Two Dwelling Units on 2.29 Acres. The Property is Located at 55 Camerada Loop, in the Vicinity of Eldorado, within Section 10, Township 15 North, Range 9 East (Commission District 5)

JOHN LOVATO (Case Manager): Thank you, Madam Chair. The subject property is located in the Eldorado at Santa Fe Subdivision and is within the Basin Fringe Hydrologic Zone where the minimum lots size is 12.5 acres per dwelling unit. Code Enforcement received a complaint regarding multiple dwelling units on the property. On November 18, 2011 Code Enforcement conducted an inspection and issued a Notice of Violation for exceeding density requirements. Since that time, the kitchen has been removed from the detached structure and the structure has been brought back into compliance as a studio. However, located on the property is a duplex which does not meet code requirements and the property is exceeding density.

The Applicant states, all the structures were constructed in the early 1980s so she could provide care for her mother who lived in the main residence. The Applicant further states, she relied on her contractor who advised her that the duplex was allowed by Code. Furthermore, the Applicant states that she anticipates being in need of the same type of care and plans to have a caretaker live in the main house while she continues to live in the attached unit.

The Applicant's agent states that strict compliance with the requirements of the Code would result in extraordinary hardship for the Applicant, particularly given that the attached unit has existed on the subject property for over 20 years.

On June 20, 2013, the CDRC met and acted on this case, the decision of the CDRC was to recommend denial of the Applicant's request by a 6-0 vote.

On August 13, 2013 the Board of County Commissioners tabled this case while the Applicant met with the Eldorado Community Improvement Association. The Applicant received a letter of denial from the Eldorado Community Improvement Association's Attorney stating that the proposal did not comply with the ECLA's private covenants.

Growth Management staff have reviewed this Application for compliance with pertinent Code requirements and find the project is not in compliance with County criteria for this type of request.

Staff recommend denial of a variance from Article III, §10 the Land Development Code. If the decision of the BCC is to approve the Applicant's request, staff recommends imposition of the following conditions. Madam Chair, may I enter those conditions into the record?

CHAIR HOLIAN: Yes, you may.

[The conditions are as follows:]

- I. Water use shall be restricted to 0.25 acre-feet per year per home. A water meter shall be installed for each residence. Annual water meter readings shall be

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continue until feasible the occupancy of the other portion of the residence, which is actually a dwelling, by somebody who can assist and care for her, or assist in her care.

So what is the hardship in this case? The hardship is that this house was built for really kind of a mother-in-law's quarters but now it is actually needed to make sure that Ms. Jacobs has somebody living close by so that in the event that she has a problem or needs assistance there is somebody there.

The neighborhood association points out in their letter that there are covenants against two dwelling units on this property and that it doesn't comply with the covenants. As this Board knows you don't take into account what the neighborhood covenants are because they are private contracts between individual parties. What is at issue here is whether or not this Board's standard for a variance to the density requirements meets the County code requirements and I think that this kind of hardship has been recognized over and over by this Board.

Ms. Jacobs has already disabled the one unit that affects the value of the property now. I'm not saying that she deserves sympathy for the decline in the value of her property because that unit was illegal but she is in need physically of the assistance of somebody on that property. This property is constructed and built to accommodate that. So with that, I would stand for any questions you might have.

CHAIR HOLIAN: Any questions for Mr. Sommer? Commissioner

Stefanics.

COMMISSIONER STEFANICS: Madam Chair, Mr. Sommer, how long has she lived there? How many years?

MR. SOMMER: The structure that she lives in has been there since 1983 I believe, or 1984. She's lived in it continuously since that time. It was modified sometime between 1983 and the end of the eighties to allow for these quarters for her mother to live in. I don't know when because there was no permit pulled for that particular work that we could find; it goes back so far.

COMMISSIONER STEFANICS: So, Madam Chair, Mr. Sommer, you're saying that she did build the property.

MR. SOMMER: She did.

COMMISSIONER STEFANICS: Thank you very much.

CHAIR HOLIAN: Yes, Commissioner Mayfield.

COMMISSIONER MAYFIELD: Thank you, Madam Chair, Mr. Sommer. So are there two properties or three properties?

MR. SOMMER: There's one lot with two structures. One is the studio now that doesn't have a kitchen and the other structure is a main structure and it's got two kitchens in it.

COMMISSIONER MAYFIELD: So Madam Chair, Mr. Sommer, the studio – so what's in the studio?

MR. SOMMER: It's just like an artist's studio you might have, so it has a bathroom in it but no kitchen, which has been disabled. They poured concrete down the drains.

COMMISSIONER MAYFIELD: So that's not rented out to a third party.

MR. SOMMER: It's not rented out and it doesn't have habitable space.

COMMISSIONER MAYFIELD: Okay, great. Thank you.

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Mexico law. Simply put, the ordinance and New Mexico law does not allow the granting of a variance that runs with the land based on financial or medical reasons and grants of variances on those bases have actually been overturned by the courts. The ordinance section provides that when in the case of proposed development it can be shown that strict compliance with the requirements of the code would result in extraordinary hardship to the application, and then it says because of unusual topography or other such non-self-inflicted condition the applicant may request a variance.

So there has to be a difference between the property and other similar properties that would result – that would deprive the property owner of a reasonable return on their property. And an example would be if you had a one-acre minimum lot size and the lot was .95 acres, that would be an appropriate situation for a variance, or if because of the lot you couldn't meet the setback requirements. But here we're talking about a problem or an issue that is personal to the applicant and you can't just grant a variance to this person for their particular situation because variances run with the land, and again this has been – that's what the ordinance says and that's what New Mexico case law says. And the staff's report itself says variance criteria do not consider financial or medical reasons as extraordinary hardships.

And what this would result in here is we already have a 12.5-acre minimum lot size. This lot is 2.29 acres which is 20 percent of the minimum. If we were to add another two dwellings it would be one dwelling for 1.15 acres, so you're down to 10 percent of the minimum lot size. So it's not a minor variance; it's a significant variance. This dwelling is a single-family residence, or is intended to be, the same as the rest of Eldorado. There's no special financial hardship here. And I would note, as Mr. Sommer pointed out there have been two – I don't know if the word illegal is too strong but two units that violate the code for 20 or 30 years here, so the property has actually been getting a special benefit that other properties have not been allowed for a period of time.

At one time there were three units. Now we're down to two, and again, I don't think it's a matter of having a separate, second kitchen. You've got two separate dwelling units, and the code just simply doesn't allow that, especially on this small a lot.

Again, the association is not unsympathetic to Ms. Jacobs' personal needs, but as Madam Chair pointed out, there's no reason why she couldn't have a caretaker staying with her with only one kitchen. And if you're going to balance the equities or the important issues here, are you going to increase the density on the lot or are you going to require that Ms. Jacobs, if she needs a caretaker, she can have a caretaker live with her there just can't be a separate kitchen. There has to be a shared kitchen. That doesn't seem like an extraordinary hardship and if you do grant variances for these kind of situations you set a precedent that other people are going to be coming in and it has been an issue in Eldorado. It's something the association pursues under its own covenants, but again, this is a single-family residential community and if people are going to start building casitas or guesthouses with separate dwelling units, that's going to become a problem and an ongoing issue. So I think you risk setting a precedent here and I think Ms. Jacobs can have her needs met without granting a permanent variance that runs with the land and when she sells the property or whatever it's going to go to the next owner who is not going to have those needs, and that's why the law generally does not allow variances for specific situations.

D R A F T

cover all of the extra utility separations that are actually on the easement that exists on my property, being as she put her driveway right on the property line. None of those extra utilities had to be there or could be in the middle of her driveway. I've had fights with her over her renters wanting to have cable TV and her not allowing that cable to be buried on her property. She didn't want it buried at all. Finally we did even though, because it was on my property.

I know she needs help. One of the renters several years back – I happened over there because I needed to speak with her about something. I had missed her. I had missed encountering her because she had gone to Mexico the day before or that very day. I'm not sure which. But we happened to go over there and I met her coming out of her place. She had left the gas on her stove. It's a good thing she had someone there to discover that fact. But it's clear to me that she needs somebody around that's looking after her. I don't see the need for it to be separable into two units. It seems to me that she could open the door or open the wall or get rid of an extra stove and refrigerator and maybe turn it into a bar sink.

She certainly needs to have someone there looking out for her, but I do not see the need for a separate unit. Are there any questions?

CHAIR HOLIAN: Thank you, Ms. Keil. Is there anyone else from the public who would like to speak? The public hearing is now closed. Mr. Sommer.

MR. SOMMER: If I may address just a couple of the comments that have been made. Members of the Board, you had read to you a letter from the board present and he urged you, I can't quote exactly but he said I urge you to be as diligent as we have been in enforcing our covenants and you should deny her application. You heard here tonight that this structure has been here more than 20 years. The woman that just spoke built in 1994. All of this time they had covenants. All this time they were building their community. All this time they could file a lawsuit on their covenants saying your use, which we know about, is illegal.

They didn't do that. That is not the diligent enforcement of their community covenants. And I submit to you tonight that the reason that they're here asking you to deny a variance which is very, very similar to others that you've granted on very similar health considerations, because they haven't enforced their covenants and they can't against Ms. Jacobs. So I would ask that you take that into account, that they have sat on their rights for many, many, many years and now Ms. Jacobs is in a position where she actually needs that assistance. That's all I'd like to say. I'd stand for any questions you might have.

CHAIR HOLIAN: Thank you, Mr. Sommer. Are there any more questions for staff or Mr. Sommer? Commissioner Mayfield.

COMMISSIONER MAYFIELD: Madam Chair, this question is for staff. One Exhibit 7, help me with this map. Where is this personal ad on Exhibit 7??? I guess page 26, Commissioner. The one that I kind of pulled out of the evidence.

MR. LOVATO: Madam Chair, Commissioner Mayfield, it is 55. It is had 2.29 acres and is on the –

COMMISSIONER MAYFIELD: Because on Exhibit 25 I'm looking at the one prior to it, Exhibit 6, I'm sorry. It says 1.29 – oh, I'm sorry. It's 2.29 here. Okay. So there it is. So let me just ask – I'm going to ask another question. I ask a lot of questions. So in the Eldorado area are there any covenants on the size of homes? There's

DRAFT

The motion passed by majority [3-2] voice vote with Commissioners Anaya, Chavez and Mayfield voting in favor and Commissioners Stefanics and Holian voting against.



Daniel "Danny" Mayfield
Commissioner, District 1

Miguel Chavez
Commissioner, District 2

Robert A. Anaya
Commissioner, District 3



Kathy Holian
Commissioner, District 4

Liz Stefanics
Commissioner, District 5

Katherine Miller
County Manager

MEMORANDUM

To: Santa Fe County Board of County Commissioners

From: Rachel O'Connor, Community Services Department Director

Via: Katherine Miller, County Manager

Date: January 2, 2014

Re: **RESOLUTION 2014- A Resolution Requesting A Budget Increase to the EMS Health Care Fund (232) For A New Mexico Department Of Health Grant For Community Health Improvement Process And Health Action Planning / \$5,000 (Community Services Department/Rachel O'Connor)**

ISSUE

The Public Health Division of the New Mexico Department of Health (DOH) offered county health councils the option of receiving \$5,000 in furtherance of community health improvement process and health action planning. On behalf of the Health Policy and Planning Commission (HPPC), the Community Services Department agreed with the Public Health Division of DOH on community engagement and health planning activities for FY 2014. The \$5,000 budget increase requires BCC approval.

BACKGROUND

The Community Services Department (CSD) and HPPC completed *Santa Fe County in 2013: A Community Health Profile* and, utilizing the data from the community health profile, are now engaging the community and working on the health action plan, including selecting health priorities and assigning responsibilities for health priorities. The Public Health Division of DOH has agreed to provide \$5,000 in furtherance of these efforts.

RECOMMENDATION

The CSD recommends approval of the \$5,000 budget increase for the Community Services Department as offered by the Public Health Division of DOH for the community health improvement process and health action plan.

SANTA FE COUNTY

RESOLUTION 2014 - _____

A RESOLUTION REQUESTING AUTHORIZATION TO MAKE THE BUDGET ADJUSTMENT DETAILED ON THIS FORM

Whereas, the Board of County Commissioners meeting in regular session on January 28, 2014 did request the following budget adjustment:

Department / Division: Community Services Department Fund Name: EMS Health Care Fund 232

Budget Adjustment Type: Budget Increase

Fiscal Year: 2014 (July 1, 2013 - June 30, 2014)

BUDGETED REVENUES: (use continuation sheet, if necessary)

FUND CODE XXX	DEPARTMENT/DIVISION XXXX	ACTIVITY BASIC/SUB XXX	ELEMENT/OBJECT XXXX	REVENUE NAME	INCREASE AMOUNT	DECREASE AMOUNT
232	0421	371	0500	State Grants/DOH	\$5,000	
TOTAL (if SUBTOTAL, check here)						

BUDGETED EXPENDITURES: (use continuation sheet, if necessary)

FUND CODE XXX	DEPARTMENT/DIVISION XXXX	ACTIVITY BASIC/SUB XXX	ELEMENT/OBJECT XXXX	CATEGORY / LINE ITEM NAME	INCREASE AMOUNT	DECREASE AMOUNT
232	0421	461	70-37	Printing/publishing/ads	5,000	
TOTAL (if SUBTOTAL, check here)						

Requesting Department Approval: Rachel O'Connor Date: 1/2/14 Title: Director, Community Services Department

Finance Department Approval: Jason M. O'Connell Date: 1/3/14 Entered by: _____ Date: _____

County Manager Approval: _____ Date: _____ Updated by: _____ Date: _____

SANTA FE COUNTY

RESOLUTION 2014 - _____

BUDGET ADJUSTMENT CONTINUATION SHEET

BUDGETED REVENUES: (use continuation sheet, if necessary)

FUND CODE XXX	DEPARTMENT/DIVISION XXXX	ACTIVITY BASIC/SUB XXX	ELEMENT/OBJECT XXXX	REVENUE NAME	INCREASE AMOUNT	DECREASE AMOUNT
TOTAL (if SUBTOTAL, check here)						

BUDGETED EXPENDITURES: (use continuation sheet, if necessary)

FUND CODE XXX	DEPARTMENT/DIVISION XXXX	ACTIVITY BASIC/SUB XXX	ELEMENT/OBJECT XXXX	CATEGORY / LINE ITEM NAME	INCREASE AMOUNT	DECREASE AMOUNT
TOTAL (if SUBTOTAL, check here)						

SANTA FE COUNTY

RESOLUTION 2014 - _____

ATTACH ADDITIONAL SHEETS IF NECESSARY.

DEPARTMENT CONTACT: Name: _____ Dept/Div: _____ Phone No.: _____

DETAILED JUSTIFICATION FOR REQUESTING BUDGET ADJUSTMENT (If applicable, cite the following authority: State Statute, grant name and award date, other laws, regulations, etc.):

- 1) Please summarize the request and its purpose. The Public Health Division of the New Mexico Department of Health is providing \$5000 to Santa Fe County Community Services Department (CSD) to assist with community engagement and process surrounding the County's community health profile, health priorities, and the health action plan. (See attached confirmation letter dated August 28, 2013). Funds will support professional printing and binding of the community health profile and the health action plan.

a) Employee Actions

Line Item	Action (Add/Delete Position, Reclass, Overtime)	Position Type (permanent, term)	Position Title
N/A			

b) Professional Services (50-xx) and Capital Category (80-xx) detail:

Line Item	Detail (what specific things, contracts, or services are being added or deleted)	Amount
70-37	Professional printing and binding of the community health profile and the health action plan	5,000

- 2) Is the budget action for RECURRING expense _____ or for NON-RECURRING (one-time only) expense X _____

SANTA FE COUNTY

RESOLUTION 2014 - _____

ATTACH ADDITIONAL SHEETS IF NECESSARY.

DEPARTMENT CONTACT:

Name: Rachel O'Connor Dept/Div: Community Services Department **Phone No.:** 995-9538

DETAILED JUSTIFICATION FOR REQUESTING BUDGET ADJUSTMENT (If applicable, cite the following authority: State Statute, grant name and award date, other laws, regulations, etc.):

• 3) Does this request impact a revenue source? If so, please identify (i.e. General Fund, state funds, federal funds, etc.), and address the following:

- a) If this is a state special appropriation, YES _____ NO X
If YES, cite statute and attach a copy.

- b) Does this include state or federal funds? YES X NO _____
If YES, please cite and attach a copy of statute, if a special appropriation, or include grant name, number, award date and amount, and attach a copy of a award letter and proposed budget.

Attached is a copy of the confirmation letter from the Public Health Division of the NM Department of Health for the amount of \$5,000

- c) Is this request is a result of Commission action? YES _____ NO X
If YES, please cite and attach a copy of supporting documentation (i.e. Minutes, Resolution, Ordinance, etc.).

- d) Please identify other funding sources used to match this request. N/A

SANTA FE COUNTY

RESOLUTION 2014 - _____

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Santa Fe County that the Local Government Division of the Department of Finance and Administration is hereby requested to grant authority to adjust budgets as detailed above.

Approved, Adopted, and Passed This 28th Day of January, 2014.

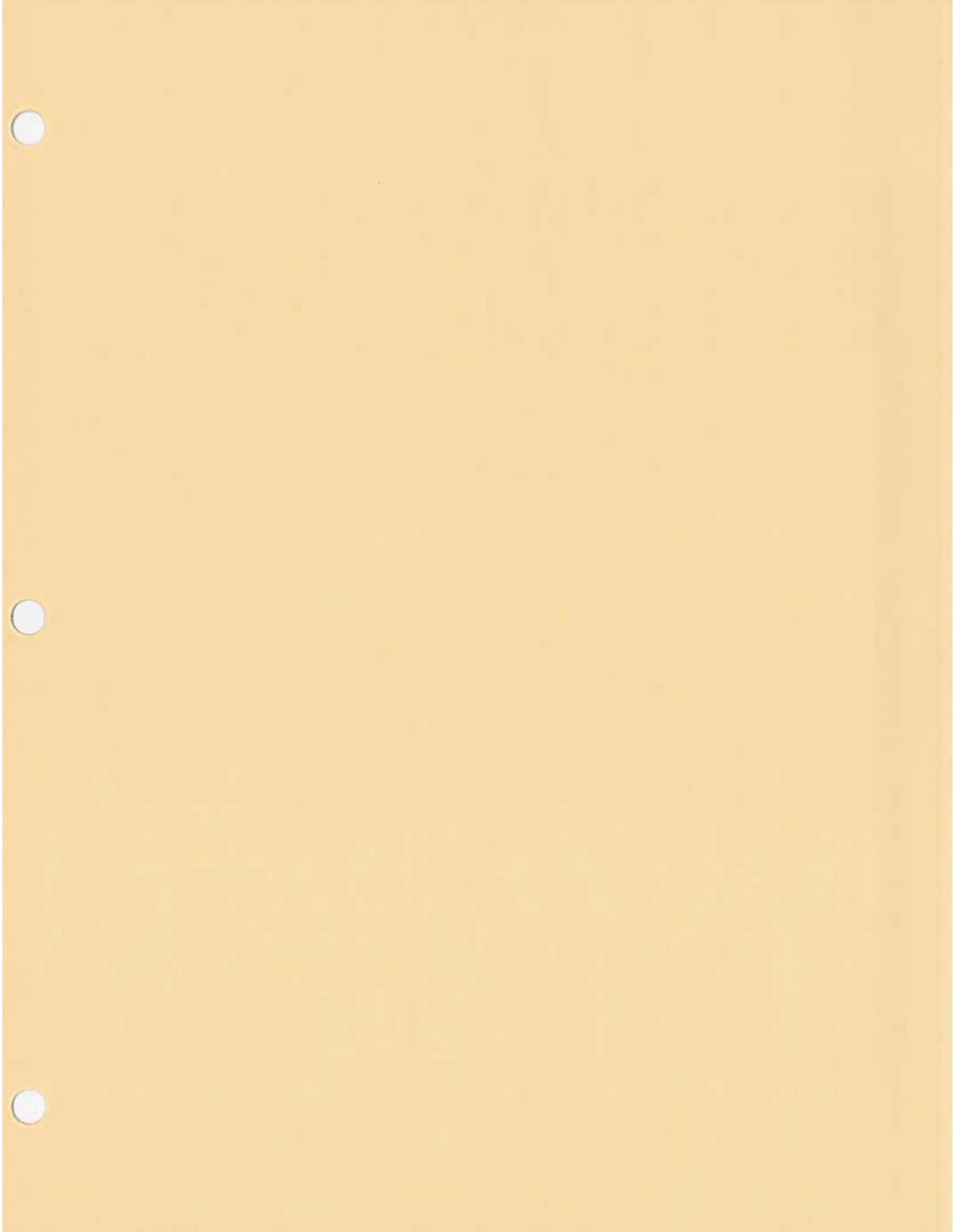
Santa Fe Board of County Commissioners

Daniel W. Mayfield, Chairperson

ATTEST:

Geraldine Salazar, County Clerk





Daniel "Danny" Mayfield
Commissioner, District 1

Miguel Chavez
Commissioner, District 2

Robert A. Anaya
Commissioner, District 3



Kathy Holian
Commissioner, District 4

Liz Stefanics
Commissioner, District 5

Katherine Miller
County Manager

MEMORANDUM

To: Santa Fe County Board of County Commissioners

From: Rachel O'Connor, Community Services Department Director

Via: Katherine Miller, County Manager

Date: January 2, 2014

Re: **RESOLUTION 2014- A Resolution Requesting A Budget Increase to the EMS Health Care Fund (232) For A New Mexico Association of Counties/New Mexico Health Insurance Exchange Grant for Health Care Enrollment Outreach / \$3,000 (Community Services Department/Rachel O'Connor)**

ISSUE

The New Mexico Association of Counties (NMAC) sent out a request for counties to apply for grant funding for health care enrollment outreach, with funding to be provided by the New Mexico Health Insurance Exchange (NMHIX). The Community Services Department applied for the grant and was awarded \$3,000. The \$3,000 budget increase requires BCC approval.

BACKGROUND

The Community Services Department (CSD) has been working on increasing public awareness of the NMHIX and promoting opportunities to enroll. In addition to planning efforts with local partners, we have developed and distributed materials for use on the County website, at our community/Senior Centers, and in the community at large, and entered into a contract for assistance in rural outreach and enrollment in Santa Fe County.

The CSD applied for the NMAC/NMHIX grant of \$3,000 to supplement this outreach with radio Public Services Announcements. Radio PSAs will be created in English and Spanish and aired on stations owned by Hutton Broadcasting, covering a wide variety of demographics. The goal is to increase enrollment by connecting enrollees with navigators, especially in the outlying and rural areas. The CSD grant application was successful, and we were awarded \$3,000.

RECOMMENDATION

The CSD recommends approval of the \$3,000 budget increase for the Community Services Department for the NMAC/NMHIX grant awarded for health care enrollment outreach.

SANTA FE COUNTY

RESOLUTION 2014 - _____

A RESOLUTION REQUESTING AUTHORIZATION TO MAKE THE BUDGET ADJUSTMENT DETAILED ON THIS FORM

Whereas, the Board of County Commissioners meeting in regular session on January 28, 2014, did request the following budget adjustment:

Department / Division: Community Services Department Fund Name: EMS Health Care Fund 232

Budget Adjustment Type: Budget Increase Fiscal Year: 2014 (July 1, 2013 - June 30, 2014)

BUDGETED REVENUES: (use continuation sheet, if necessary)

FUND CODE XXX	DEPARTMENT/ DIVISION XXXX	ACTIVITY BASIC/SUB XXX	ELEMENT/ OBJECT XXXX	REVENUE NAME	INCREASE AMOUNT	DECREASE AMOUNT
232	0421	371	2100	State Grants/New Mexico Association of Counties	\$3,000	
TOTAL (if SUBTOTAL, check here)						

BUDGETED EXPENDITURES: (use continuation sheet, if necessary)

FUND CODE XXX	DEPARTMENT/ DIVISION XXXX	ACTIVITY BASIC/SUB XXX	ELEMENT/ OBJECT XXXX	CATEGORY / LINE ITEM NAME	INCREASE AMOUNT	DECREASE AMOUNT
232	0421	461	50-03	Professional Services	\$3,000	
TOTAL (if SUBTOTAL, check here)						

Requesting Department Approval: Rachel O'Connor Date: 1/2/14 Title: Director, Community Services Department

Finance Department Approval: *[Signature]* Date: 1/13/14 Entered by: _____ Date: _____

County Manager Approval: _____ Date: _____ Updated by: _____ Date: _____

SANTA FE COUNTY

RESOLUTION 2014 - _____

BUDGET ADJUSTMENT CONTINUATION SHEET

BUDGETED REVENUES: (use continuation sheet, if necessary)

FUND CODE XXX	DEPARTMENT/ DIVISION XXXX	ACTIVITY BASIC/SUB XXX	ELEMENT/ OBJECT XXXX	REVENUE NAME	INCREASE AMOUNT	DECREASE AMOUNT
TOTAL (if SUBTOTAL, check here)						

BUDGETED EXPENDITURES: (use continuation sheet, if necessary)

FUND CODE XXX	DEPARTMENT/ DIVISION XXXX	ACTIVITY BASIC/SUB XXX	ELEMENT/ OBJECT XXXX	CATEGORY / LINE ITEM NAME	INCREASE AMOUNT	DECREASE AMOUNT
TOTAL (if SUBTOTAL, check here)						

SANTA FE COUNTY

RESOLUTION 2014 - _____

ATTACH ADDITIONAL SHEETS IF NECESSARY.

DEPARTMENT CONTACT: Name: Rachel O'Connor Dept/Div: Community Services Department Phone No.: 995-9538

DETAILED JUSTIFICATION FOR REQUESTING BUDGET ADJUSTMENT (If applicable, cite the following authority: State Statute, grant name and award date, other laws, regulations, etc.):

- 1) Please summarize the request and its purpose. The New Mexico Association of Counties (NMAC) has granted \$3000 to Santa Fe County Community Services Department for radio Public Service Announcements regarding health insurance enrollment. Funds will be for professional services to develop and air radio Public Service Announcements in English and Spanish on station owned by Hutton Broadcasting.

a) Employee Actions

Line Item	Action (Add/Delete Position, Reclass, Overtime)	Position Type (permanent, term)	Position Title
N/A			

b) Professional Services (50-xx) and Capital Category (80-xx) detail:

Line Item	Detail (what specific things, contracts, or services are being added or deleted)	Amount
50-03	Services from Hutton Broadcasting to produce and air PSAs in 2014, in English and Spanish	\$3,000

- 2) Is the budget action for RECURRING expense _____ or for NON-RECURRING (one-time only) expense X _____

SANTA FE COUNTY

RESOLUTION 2014 - _____

ATTACH ADDITIONAL SHEETS IF NECESSARY.

DEPARTMENT CONTACT:

Name: Rachel O'Connor Dept/Div: Community Services Department Phone No.: 995-9538

DETAILED JUSTIFICATION FOR REQUESTING BUDGET ADJUSTMENT (If applicable, cite the following authority: State Statute, grant name and award date, other laws, regulations, etc.):

- 3) Does this request impact a revenue source? If so, please identify (i.e. General Fund, state funds, federal funds, etc.), and address the following:
 - a) If this is a state special appropriation, YES _____ NO **X**
If YES, cite statute and attach a copy.
 - b) Does this include state or federal funds? YES NO **X**
If YES, please cite and attach a copy of statute, if a special appropriation, or include grant name, number, award date and amount, and attach a copy of a award letter and proposed budget.

Attached is a copy of the NMAC grant acknowledgement form in the amount of \$3,000, together with the CSD proposal.

- c) Is this request is a result of Commission action? YES _____ NO **X**
If YES, please cite and attach a copy of supporting documentation (i.e. Minutes, Resolution, Ordinance, etc.).
- d) Please identify other funding sources used to match this request. N/A

SANTA FE COUNTY

RESOLUTION 2014 - _____

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Santa Fe County that the Local Government Division of the Department of Finance and Administration is hereby requested to grant authority to adjust budgets as detailed above.

Approved, Adopted, and Passed This 28th Day of January, 2014.

Santa Fe Board of County Commissioners

Daniel W. Mayfield, Chairperson

ATTEST:

Geraldine Salazar, County Clerk



Daniel "Danny" Mayfield
Commissioner, District 1

Miguel Chavez
Commissioner, District 2

Robert A. Anaya
Commissioner, District 3



Kathy Holian
Commissioner, District 4

Liz Stefanics
Commissioner, District 5

Katherine Miller
County Manager

MEMORANDUM

DATE: January 8, 2014

TO: Board of County Commissioners

FROM: Adam Leigland, Public Works Department Director *1/13/14*

VIA: Katherine Miller, County Manager *1/15/14*

ITEM AND ISSUE: *BCC Meeting January 28, 2014*
RESOLUTION 2014 – A RESOLUTION REQUESTING A BUDGET INCREASE TO THE CAPITAL PROJECTS-FEDERAL FUND (305) TO BUDGET COOPERATIVE AGREEMENT NO. P13AC00948 BETWEEN THE UNITED STATES DEPARTMENT OF THE INTERIOR NATIONAL PARK SERVICE AND SANTA FE COUNTY FOR FUNDS AUTHORIZED TO FABRICATE AND INSTALL WAYSIDE EXHIBITS ALONG THE HISTORIC EL CAMINO REAL TRAIL IN THE AMOUNT OF \$24,710. (PUBLIC WORKS)

BACKGROUND AND SUMMARY

In October of 2012 the National Park Service dedicated the Santa Fe River Greenway trail as a retracement trail of the El Camino Real de Tierra Adentro National Historic Trail. The County began installing signage and interpretive wayside exhibits along completed portions of the Santa Fe River trail in the County at San Isidro Park and at El Camino Real Park with a grant from the Federal Highway Administration National Scenic Byways Program. Santa Fe County recently received a Challenge Cost Share Program grant (Cooperative Agreement P13AC00948) from the US Department of the Interior National Park Service to fabricate and install additional signage and interpretive wayside exhibits along the portion of the Santa Fe River Greenway from Frenchy's Field to Siler Road that the County has scheduled for construction under the 2013 General Obligation Bonds. The objective of the interpretive and directional signage is to provide opportunities for public retracement of the historic route and for public understanding and appreciation of the historical significance of the route.

ACTION REQUESTED

Approval of a budget increase to the Capital Projects – Federal Fund (305) for Cooperative Agreement No. P13AC0048 to fabricate and install wayside exhibits along the historic El Camino Real Trail in the amount of \$24,710.



SANTA FE COUNTY

RESOLUTION 2014 - _____

A RESOLUTION REQUESTING AUTHORIZATION TO MAKE THE BUDGET ADJUSTMENT DETAILED ON THIS FORM

Whereas, the Board of County Commissioners meeting in regular session on January 8, 2014, did request the following budget adjustment:

Department / Division: Public Works/Project Development Fund Name: Capital Projects - Federal

Budget Adjustment Type: Budget Increase Fiscal Year: 2014 (July 1, 2013 - June 30, 2014)

BUDGETED REVENUES: (use continuation sheet, if necessary)

FUND CODE XXX	DEPARTMENT/ DIVISION XXXX	ACTIVITY BASIC/SUB XXX	ELEMENT/ OBJECT XXXX	REVENUE NAME	INCREASE AMOUNT	DECREASE AMOUNT
305	7120	372	0908	Federal/Other/US Dept. of the Interior	\$24,710	
TOTAL (if SUBTOTAL, check here _____)					\$24,710	

BUDGETED EXPENDITURES: (use continuation sheet, if necessary)

FUND CODE XXX	DEPARTMENT/ DIVISION XXXX	ACTIVITY BASIC/SUB XXX	ELEMENT/ OBJECT XXXX	CATEGORY / LINE ITEM NAME	INCREASE AMOUNT	DECREASE AMOUNT
305	7120	481	8010	Capital Purchases/Roadways(Bridge/Culvert)	\$24,710	
TOTAL (if SUBTOTAL, check here _____)					\$24,710	

Requesting Department Approval: _____ Title: Adam Leigland, PE, AICP Date: JAN 13 2014
 Finance Department Approval: [Signature] Date: 1/13/14 Entered by: _____ Date: _____
 County Manager Approval: _____ Updated by: _____ Date: _____

SANTA FE COUNTY

RESOLUTION 2014 - _____

ATTACH ADDITIONAL SHEETS IF NECESSARY.

DEPARTMENT CONTACT: Name: Agnes Leyba-Cruz Dept/Div: Public Works/Project Development Phone No.: 995-6516

DETAILED JUSTIFICATION FOR REQUESTING BUDGET ADJUSTMENT (If applicable, cite the following authority: State Statute, grant name and award date, other laws, regulations, etc.):

- 1) Please summarize the request and its purpose.

This request is to budget federal funds authorized through Federal Cooperative Agreement No. P13AC00948 to fabricate and install wayside exhibits along the El Camino Real Historic Trail to provide opportunities for public retracement along the route, for public understanding and appreciation of the historical significance of the route and related sites through interpretation, and for preservation and protection of resources.

a) Employee Actions

Line Item	Action (Add/Delete Position, Reclass, Overtime)	Position Type (permanent, term)	Position Title

b) Professional Services (50-xx) and Capital Category (80-xx) detail:

Line Item	Detail (what specific things, contracts, or services are being added or deleted)	Amount
8010	The funds were allocated to fabricate and install wayside exhibits along the El Camino Real Historic Trail.	\$24,710

- 2) Is the budget action for RECURRING expense _____ or for NON-RECURRING (one-time only) expense X_____

SANTA FE COUNTY
RESOLUTION 2014 - _____

ATTACH ADDITIONAL SHEETS IF NECESSARY.

DEPARTMENT CONTACT:

Name: Agnes Leyba-Cruz Dept/Div: Public Works/Project Development Phone No.: 995-6516

DETAILED JUSTIFICATION FOR REQUESTING BUDGET ADJUSTMENT (If applicable, cite the following authority: State Statute, grant name and award date, other laws, regulations, etc.):

16 U.S.C.1(g) -- Cooperative Agreements -- Authorizes the National Park Service to enter into cooperative agreements that involve the transfer of National Park Service appropriated funds to State, local and tribal governments, other public entities, educational institutions, and private nonprofit organizations for the public purpose of carrying out National Park Service programs.

The National Trails System Act of October 2, 1968 as amended (16 U.S.C. 1241 et. seq.) and Public Law 97-258 (31 U.S.C.6301 et. seq.)

• 3) Does this request impact a revenue source? If so, please identify (i.e. General Fund, state funds, federal funds, etc.), and address the following:

• a) If this is a state special appropriation, YES _____ NO X
If YES, cite statute and attach a copy.

• b) Does this include state or federal funds? YES X NO _____
If YES, please cite and attach a copy of statute, if a special appropriation, or include grant name, number, award date and amount, and attach a copy of a award letter and proposed budget.

Federal Cooperative Agreement No. P13AC00948
Federal Task Agreement No. P13AC00949
Project Name: El Camino Real de Tierra Adentro National Historic Trail
Budget: \$24,710

• c) Is this request is a result of Commission action? YES _____ NO X
If YES, please cite and attach a copy of supporting documentation (i.e. Minutes, Resolution, Ordinance, etc.).

• d) Please identify other funding sources used to match this request. NA

SANTA FE COUNTY

RESOLUTION 2014 - _____

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Santa Fe County that the Local Government Division of the Department of Finance and Administration is hereby requested to grant authority to adjust budgets as detailed above.

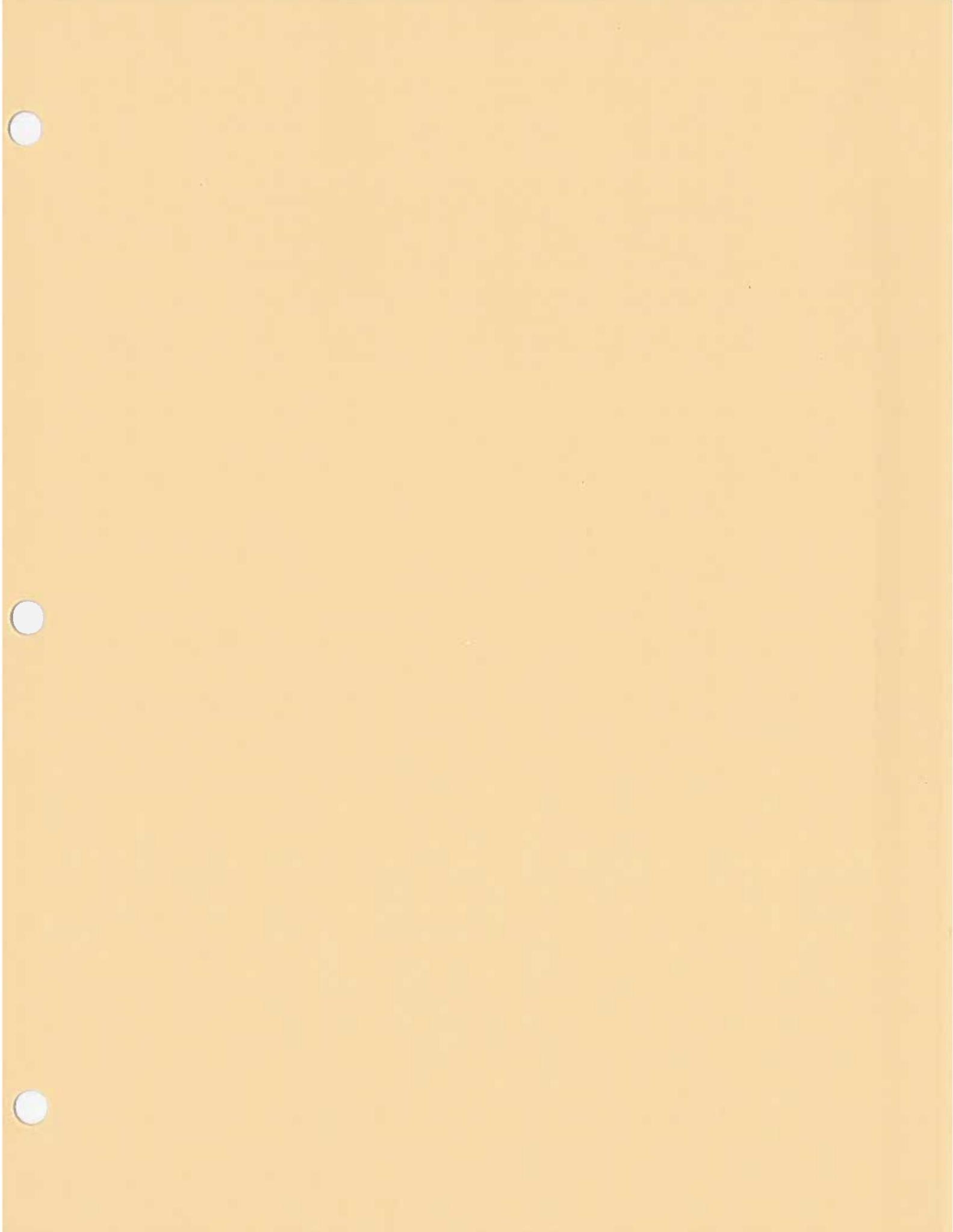
Approved, Adopted, and Passed This 28th Day of January, 2014.

Santa Fe Board of County Commissioners

Daniel W. Mayfield, Chairperson

ATTEST:

Geraldine Salazar, County Clerk



Daniel "Danny" Mayfield
Commissioner, District 1

Miguel Chavez
Commissioner, District 2

Robert A. Anaya
Commissioner, District 3



Kathy Holian
Commissioner, District 4

Liz Stefanics
Commissioner, District 5

Katherine Miller
County Manager

MEMORANDUM

DATE: *January 8, 2014*

TO: *Board of County Commissioners*

FROM: *Adam Leigland, Public Works Department Director* 1/13/14

VIA: *Teresa Martinez, Finance Director*
Katherine Miller, County Manager 1/15/14

ITEM AND ISSUE: *BCC Meeting January 28, 2014*

RESOLUTION 2014 – A RESOLUTION REQUESTING A BUDGET INCREASE TO THE STATE SPECIAL APPROPRIATIONS FUND (318) TO BUDGET A GRANT AWARDED FOR WIRING FOR INFORMATION TECHNOLOGY IN THE FIRST JUDICIAL DISTRICT COURTHOUSE IN SANTA FE COUNTY IN THE AMOUNT OF \$85,000.

BACKGROUND AND SUMMARY

Santa Fe County received a grant in the 2013 Legislative Session to install wiring at the new 1st Judicial Courthouse in Santa Fe County. The funds will be used to install wiring and equipment for WiFi technology throughout the whole facility.

ACTION REQUESTED

The Public Works Department requests approval of a budget increase to the State Special Appropriations Fund (318) to budget a grant for the 1st Judicial Courthouse in Santa Fe County in the amount of \$85,000.



SANTA FE COUNTY

RESOLUTION 2014 - _____

A RESOLUTION REQUESTING AUTHORIZATION TO MAKE THE BUDGET ADJUSTMENT DETAILED ON THIS FORM

Whereas, the Board of County Commissioners meeting in regular session on January 28, 2014, did request the following budget adjustment:

Department / Division: Public Works/Project Development Fund Name: State Special Appropriations Fund (318)

Budget Adjustment Type: Budget Increase Fiscal Year: 2014 (July 1, 2013 - June 30, 2014)

BUDGETED REVENUES: (use continuation sheet, if necessary)

FUND CODE XXX	DEPARTMENT/ DIVISION XXXX	ACTIVITY BASIC/SUB XXX	ELEMENT/ OBJECT XXXX	REVENUE NAME	INCREASE AMOUNT	DECREASE AMOUNT
318	0796	371	9000	Grants/State/Other	\$85,000	
TOTAL (if SUBTOTAL, check here)					\$85,000	

BUDGETED EXPENDITURES: (use continuation sheet, if necessary)

FUND CODE XXX	DEPARTMENT/ DIVISION XXXX	ACTIVITY BASIC/SUB XXX	ELEMENT/ OBJECT XXXX	CATEGORY / LINE ITEM NAME	INCREASE AMOUNT	DECREASE AMOUNT
318	0796	481	8095	Inventory Exempt - Computer	\$85,000	
TOTAL (if SUBTOTAL, check here)					\$85,000	

Requesting Department Approval: _____

Title: **Adam Leigland, PE, AICP**

Date: **JAN 13 2014**

Finance Department Approval: _____

Entered by: _____

Date: _____

County Manager Approval: _____

Updated by: _____

Date: _____

**SANTA FE COUNTY
RESOLUTION 2014 - _____**

ATTACH ADDITIONAL SHEETS IF NECESSARY.

DEPARTMENT CONTACT: Name: Agnes Leyba-Cruz Dept/Div: Public Works/Project Development Phone No.: 995-6516

DETAILED JUSTIFICATION FOR REQUESTING BUDGET ADJUSTMENT (If applicable, cite the following authority: State Statute, grant name and award date, other laws, regulations, etc.):

- 1) Please summarize the request and its purpose.

Santa Fe County received a grant in the 2013 Legislative Session to install wiring at the new 1st Judicial Courthouse in Santa Fe County. The funds will be used to install wiring and equipment for WiFi technology throughout the entire facility.

a) Employee Actions

Line Item	Action (Add/Delete Position, Reclass, Overtime)	Position Type (permanent, term)	Position Title

b) Professional Services (50-xx) and Capital Category (80-xx) detail:

Line Item	Detail (what specific things, contracts, or services are being added or deleted)	Amount
8095	Wiring for the 1 st Judicial Courthouse for facility wide WiFi technology.	\$85,000

- 2) Is the budget action for RECURRING expense _____ or for NON-RECURRING (one-time only) expense _____

SANTA FE COUNTY

RESOLUTION 2014 - _____

ATTACH ADDITIONAL SHEETS IF NECESSARY.

DEPARTMENT CONTACT:

Name: Agnes Leyba-Cruz Dept/Div: Public Works/Project Development Phone No.: 995-6516

DETAILED JUSTIFICATION FOR REQUESTING BUDGET ADJUSTMENT (If applicable, cite the following authority: State Statute, grant name and award date, other laws, regulations, etc.):

- 3) Does this request impact a revenue source? If so, please identify (i.e. General Fund, state funds, federal funds, etc.), and address the following:
 - a) If this is a state special appropriation, YES NO
If YES, cite statute and attach a copy.
Laws of 2013 Chapter 226, Section 31, Para. 178, Eighty Five Thousand Dollars and No Cents (\$85,000), for wiring for information technology in the First Judicial District Courthouse in Santa Fe in County of Santa Fe.
 - b) Does this include state or federal funds? YES NO
If YES, please cite and attach a copy of statute, if a special appropriation, or include grant name, number, award date and amount, and attach a copy of a award letter and proposed budget.

Grant #: 13-L-1767

Grant Name: Wiring for 1st Judicial Courthouse

Award Date: November 18, 2013

Grant Amount: \$85,000

- c) Is this request is a result of Commission action? YES NO
If YES, please cite and attach a copy of supporting documentation (i.e. Minutes, Resolution, Ordinance, etc.).
- d) Please identify other funding sources used to match this request.
NA

SANTA FE COUNTY

RESOLUTION 2014 - _____

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Santa Fe County that the Local Government Division of the Department of Finance and Administration is hereby requested to grant authority to adjust budgets as detailed above.

Approved, Adopted, and Passed This _____ Day of _____, 2014.

Santa Fe Board of County Commissioners

Daniel W. Mayfield, Chairperson

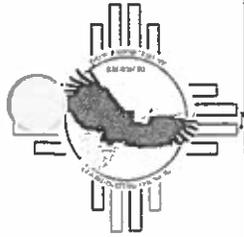
ATTEST:

Geraldine Salazar, County Clerk



REGION III DRUG ENFORCEMENT TASK FORCE

Law Enforcement Working Together to Serve Santa Fe, Los Alamos, Rio Arriba and Taos Counties in New Mexico



P. O. Box 23118
Santa Fe, NM 87502
(505) 471-1715 or (800) 662-6660

BOARD OF DIRECTORS

Captain Juan Martinez
Chairman
NM State Police
Division

Deputy Chief William
Jolinson
Vice-Chairman
City of Santa Fe Police
Department

Sheriff Robert A.
Garcia
Secretary-Treasurer
Santa Fe County
Sheriff's Department

MEMORANDUM

DATE: January 08, 2014

TO: Board of County Commissioners

CC: Katherine Miller, County Manager *1.15.14*

FROM: Ralph Lopez, Region III Program Manager *R. Lopez*

VIA: Robert Garcia, Santa Fe County Sheriff *R. Garcia*

SUBJECT: Resolution 2014 - A Resolution Requesting a Budget increase To the Equitable Sharing Account Federal Forfeitures Fund (225) To Budget Current Year Forfeitures / \$23,691.68. (CMO/Finance /Teresa Martinez)

BACKGROUND:

Region III has received a total of \$23,691.68 in Equitable Sharing disbursements from the U.S. Marshal's Office. This amount needs to be budgeted for the current Fiscal Year.

RECOMMENDATION:

Region III is requesting approval to increase the existing budget for the Federal Forfeitures Fund (225) for the current fiscal year by \$23,691.68.

SANTA FE COUNTY

RESOLUTION 2014 - _____

A RESOLUTION REQUESTING AUTHORIZATION TO MAKE THE BUDGET ADJUSTMENT DETAILED ON THIS FORM

Whereas, the Board of County Commissioners meeting in regular session on January 28, 2014 did request the following budget adjustment:

Department / Division: Sheriff's Department / Region III Fund Name: Equitable Sharing Account Federal Forfeitures (225)

Budget Adjustment Type: Budget Increase Fiscal Year: 2014 (July 1, 2013 - June 30, 2014)

BUDGETED REVENUES: (use continuation sheet, if necessary)

FUND CODE XXX	DEPARTMENT/DIVISION XXXX	ACTIVITY BASIC/SUB XXX	ELEMENT/OBJECT XXXX	REVENUE NAME	INCREASE AMOUNT	DECREASE AMOUNT
225	1205	350	0300	Fines & Forfeitures	\$23,691.68	
TOTAL (if SUBTOTAL, check here)					\$23,691.68	

BUDGETED EXPENDITURES: (use continuation sheet, if necessary)

FUND CODE XXX	DEPARTMENT/DIVISION XXXX	ACTIVITY BASIC/SUB XXX	ELEMENT/OBJECT XXXX	CATEGORY / LINE ITEM NAME	INCREASE AMOUNT	DECREASE AMOUNT
225	1205	425	40-07	Janitorial Supplies	691.68	
225	1205	425	80-03	Equipment & Machinery	13,000.00	
225	1205	425	80-09	Vehicles	10,000.00	
TOTAL (if SUBTOTAL, check here)					23,691.68	

Requesting Department Approval: _____ Title: Sheriff Date: 1-7-14

Finance Department Approval: April Martinez Entered by: _____ Date: _____

County Manager Approval: _____ Updated by: _____ Date: _____

SANTA FE COUNTY

RESOLUTION 2014 - _____

ATTACH ADDITIONAL SHEETS IF NECESSARY.

DEPARTMENT CONTACT: Name: Ralph Lopez, Program Manager Dept/Div: Sheriff / Region III Phone No.: 505-473-7021

DETAILED JUSTIFICATION FOR REQUESTING BUDGET ADJUSTMENT (If applicable, cite the following authority: State Statute, grant name and award date, other laws, regulations, etc.):

- 1) Please summarize the request and its purpose. This is a request to increase the budget for Fund 225- Cost Center 1205 in the amount of \$23,691.68. This Represents Awarded funds through the Equitable Sharing Program. Purposes of funds will be to purchase necessary equipment for the Region III agents when conducting investigations. The Region is also planning on purchasing several vehicles with this funding.

a) Employee Actions

Line Item	Action (Add/Delete Position, Reclass, Overtime)	Position Type (permanent, term)	Position Title

b) Professional Services (50-xx) and Capital Category (80-xx) detail:

Line Item	Detail (what specific things, contracts, or services are being added or deleted)	Amount
80-09	Purchase of vehicle's for Region III agents	10,000.00
80-03	Purchase of Camera's and related equipment	13,000.00

- 2) Is the budget action for RECURRING expense _____ or for NON-RECURRING (one-time only) expense XX

SANTA FE COUNTY

RESOLUTION 2014 - _____

ATTACH ADDITIONAL SHEETS IF NECESSARY.

DEPARTMENT CONTACT:

Name: Ralph Lopez, Program Manager Dept/Div: Sheriff's Dept / Region III Phone No.: 505-473-7021

DETAILED JUSTIFICATION FOR REQUESTING BUDGET ADJUSTMENT (If applicable, cite the following authority: State Statute, grant name and award date, other laws, regulations, etc.):

- 3) Does this request impact a revenue source? If so, please identify (i.e. General Fund, state funds, federal funds, etc.), and address the following:
 - a) If this is a state special appropriation, YES _____ NO XX
If YES, cite statute and attach a copy.
 - b) Does this include state or federal funds? YES XX NO _____
If YES, please cite and attach a copy of statute, if a special appropriation, or include grant name, number, award date and amount, and attach a copy of an award letter and proposed budget. This Resolution is requesting to budget funds received through the Federal Equitable Sharing Program. Copies of payment Disbursement Notifications are here to attached.
 - c) Is this request is a result of Commission action? YES _____ NO XX
If YES, please cite and attach a copy of supporting documentation (i.e. Minutes, Resolution, Ordinance, etc.).
 - d) Please identify other funding sources used to match this request.

SANTA FE COUNTY

RESOLUTION 2014 - _____

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Santa Fe County that the Local Government Division of the Department of Finance and Administration is hereby requested to grant authority to adjust budgets as detailed above.

Approved, Adopted, and Passed This 28th Day of January, 2014.

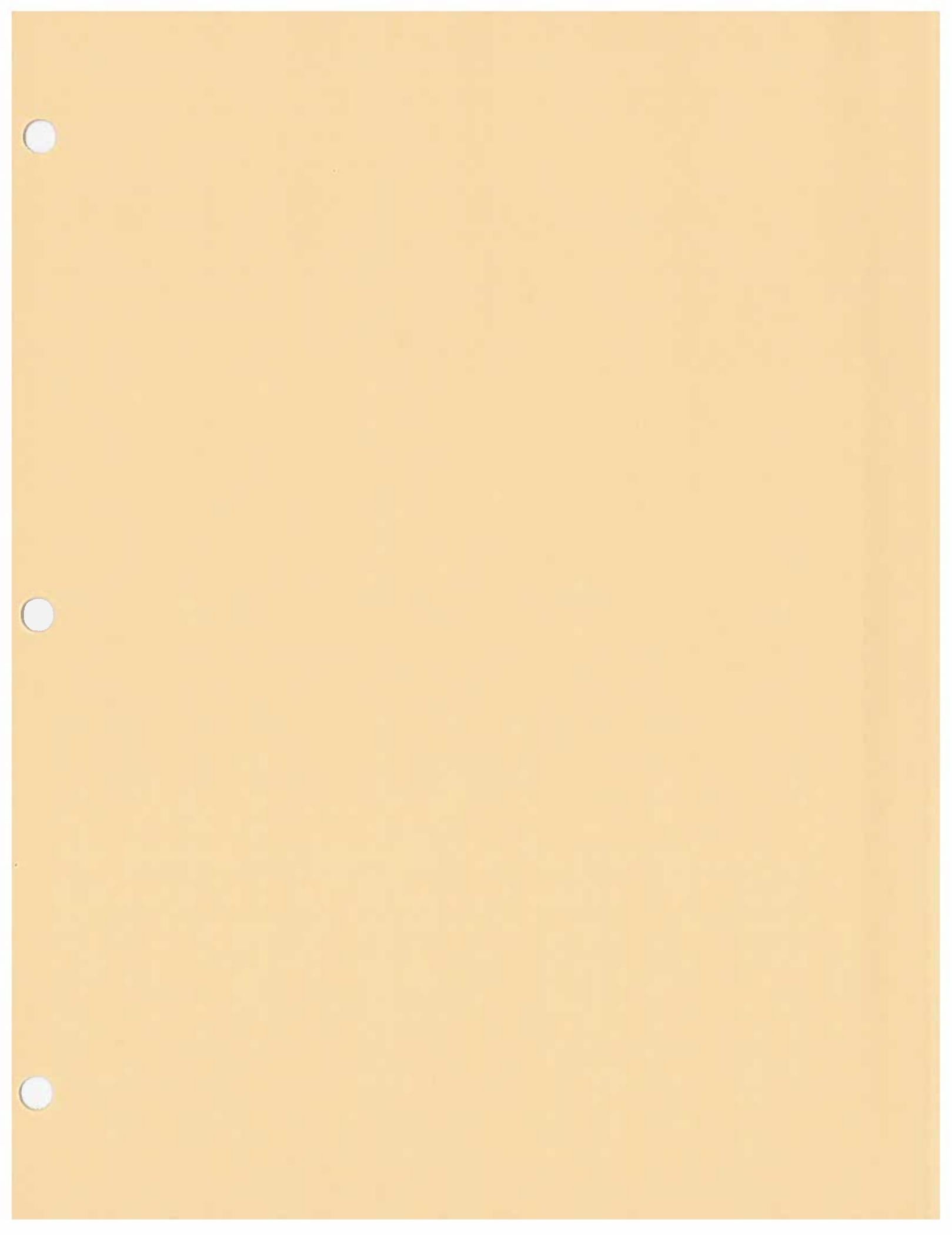
Santa Fe Board of County Commissioners

Daniel W. Mayfield, Chairperson

ATTEST:

Geraldine Salazar, County Clerk

✓



Robert A. Garcia
Sheriff
986-2455
ragarcia@santafecounty.org



Ron E. Madrid
Undersheriff
986-2455
rmadrid@santafecounty.org

35 Camino Justicia – Santa Fe, New Mexico 87508

MEMORANDUM

To: Board of County Commissioners

Fr: Undersheriff Ron Madrid *RM*

Date: December 9, 2013

Re: Resolution 2014 – A resolution requesting a budget increase to the Law Enforcement Operations Fund (246) to budget the auction proceeds from the Sheriff's Fleet / \$37,588.93

Issue:

The Santa Fe County Sheriff's Office is requesting to use the Auction Proceeds to paint the new department colors onto our SWAT Vehicle and also purchase a Maintenance & Response Vehicle.

Background:

The Sheriff's Office would like to use the auction proceeds to paint our SWAT vehicle to the new department colors to match our patrol vehicles. Plus, we'd like to purchase a maintenance and response vehicle to provide emergency response to the deputies in a quick and timely manner for any vehicle maintenance or repair needs. Plus, this vehicle will save on costs for maintenance, towing fees, response time, etc. The vehicle currently being used can't fit equipment, tires, etc. for quick repairs that are needed to be completed on the majority of the vehicles. This vehicle can decrease the down time of a deputy waiting for a towing company and a loaner vehicle.

Action Requested:

The Santa Fe County Sheriff's Office requests approval to budget funding from the auction proceeds received in the amount of \$37,588.93.

SANTA FE COUNTY

RESOLUTION 2014 - _____

A RESOLUTION REQUESTING AUTHORIZATION TO MAKE THE BUDGET ADJUSTMENT DETAILED ON THIS FORM

Whereas, the Board of County Commissioners meeting in regular session on January 28, 2014, did request the following budget adjustment:

Department / Division: Sheriff's Office

Fund Name: Law Enforcement Operation Fund (LEOF)

Budget Adjustment Type: Budget Increase

Fiscal Year: 2014 (July 1, 2013 - June 30, 2014)

BUDGETED REVENUES: (use continuation sheet, if necessary)

FUND CODE XXX	DEPARTMENT/ DIVISION XXXX	ACTIVITY BASIC/SUB XXX	ELEMENT/ OBJECT XXXX	REVENUE NAME	INCREASE AMOUNT	DECREASE AMOUNT
246	0000	360	0500	Misc Revenue / Sale of Tangible Property	\$37,588.93	
TOTAL (if SUBTOTAL, check here)					\$37,588.93	

BUDGETED EXPENDITURES: (use continuation sheet, if necessary)

FUND CODE XXX	DEPARTMENT/ DIVISION XXXX	ACTIVITY BASIC/SUB XXX	ELEMENT/ OBJECT XXXX	CATEGORY / LINE ITEM NAME	INCREASE AMOUNT	DECREASE AMOUNT
246	1201	424	8009	Vehicles	\$36,414.00	
246	1201	424	6001	Non-Consumable Supplies	\$425.00	
246	1201	424	3503	Vehicle Maintenance	\$749.93	
TOTAL (if SUBTOTAL, check here)					\$37,588.93	

Requesting Department Approval: _____ Title: Under Sheriff Date: 1-28-14

Finance Department Approval: _____ Entered by: _____ Date: _____

County Manager Approval: _____ Updated by: _____ Date: _____

SANTA FE COUNTY

RESOLUTION 2014 - _____

ATTACH ADDITIONAL SHEETS IF NECESSARY.

DEPARTMENT CONTACT: Name: Undersheriff Ron Madrid Dept/Div: Sheriff's Office Phone No.: 505-986-2457

DETAILED JUSTIFICATION FOR REQUESTING BUDGET ADJUSTMENT (If applicable, cite the following authority: State Statute, grant name and award date, other laws, regulations, etc.):

- 1) Please summarize the request and its purpose.
 The Sheriff's Office would like to use the Auction proceeds moved to LEOF to purchase a Maintenance & Response Vehicle. The Maintenance & Response vehicle will provide emergency response in a quick and timely manner for vehicle maintenance or repair needs. Plus, this vehicle will save us on costs such as maintenance, towing transactions, and response time to the Sheriff's Office fleet when they need maintenance or repairs. The vehicle that is currently being used doesn't have sufficient space to install equipment to air up tires, give a vehicle a boost, no space for a spare tire, equipment, etc. This vehicle can save on time and keep the deputies on the road, the delay time to reach a vehicle with a flat, dead battery, or any other repair issue will be quick and more productive. This vehicle will give each situation a quicker response.

a) Employee Actions

Line Item	Action (Add/Delete Position, Reclass, Overtime)	Position Type (permanent, term)	Position Title

b) Professional Services (50-xx) and Capital Category (80-xx) detail:

Line Item	Detail (what specific things, contracts, or services are being added or deleted)	Amount
80-09	Maintenance & Response Vehicle (vehicle and equipment)	\$36,414.00

- 2) Is the budget action for RECURRING expense _____ or for NON-RECURRING (one-time only) expense _____

SANTA FE COUNTY

RESOLUTION 2014 - _____

ATTACH ADDITIONAL SHEETS IF NECESSARY.

DEPARTMENT CONTACT:

Name: Undersheriff Ron Madrid Dept/Div: Sheriff's Office Phone No.: 505-986-2457

DETAILED JUSTIFICATION FOR REQUESTING BUDGET ADJUSTMENT (if applicable, cite the following authority: State Statute, grant name and award date, other laws, regulations, etc.):

- 3) Does this request impact a revenue source? If so, please identify (i.e. General Fund, state funds, federal funds, etc.), and address the following:
 - a) If this is a state special appropriation, YES _____ NO X
If YES, cite statute and attach a copy.
 - b) Does this include state or federal funds? YES _____ NO X
If YES, please cite and attach a copy of statute, if a special appropriation, or include grant name, number, award date and amount, and attach a copy of a award letter and proposed budget.
 - c) Is this request is a result of Commission action? YES _____ NO X
If YES, please cite and attach a copy of supporting documentation (i.e. Minutes, Resolution, Ordinance, etc.).
 - d) Please identify other funding sources used to match this request.

SANTA FE COUNTY

RESOLUTION 2014 - _____

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Santa Fe County that the Local Government Division of the Department of Finance and Administration is hereby requested to grant authority to adjust budgets as detailed above.

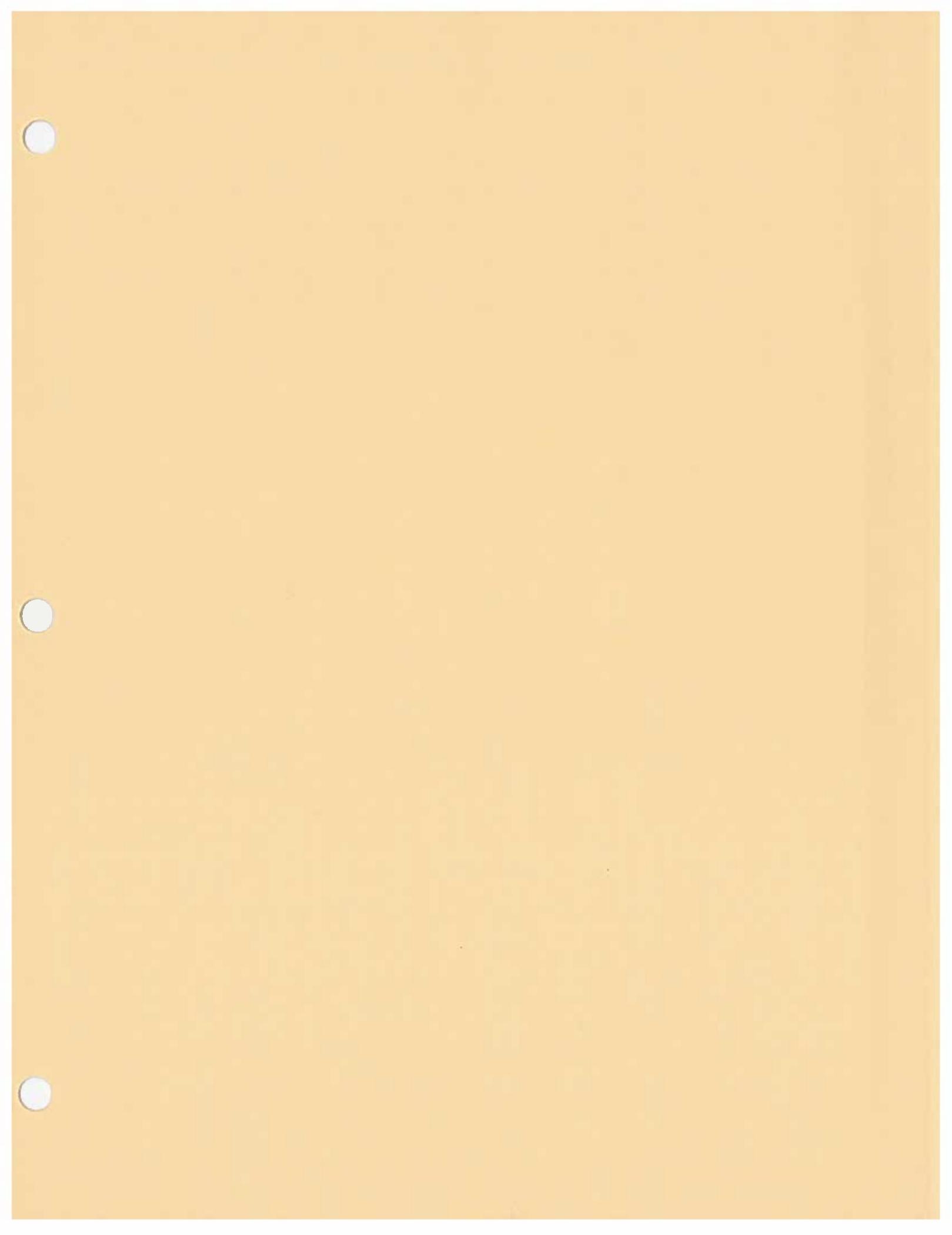
Approved, Adopted, and Passed This 28th Day of January, 2014.

Santa Fe Board of County Commissioners

Daniel W. Mayfield, Chairperson

ATTEST:

Geraldine Salazar, County Clerk



SANTA FE COUNTY SHERIFF'S OFFICE



Robert A. Garcia
Sheriff
986-2455
ragarcia@santafecounty.org

Ron E. Madrid
Undersheriff
986-2455
rmadrid@santafecounty.org

35 Camino Justicia – Santa Fe, New Mexico 87508

MEMORANDUM

Date: December 11, 2013

To: Board of County Commissioners

From: Undersheriff Ron Madrid 

Subject: Resolution 2014 – A resolution requesting a budget increase to the Law Enforcement Operations Fund (246) to budget one (1) grant awarded through the United States Marshals Services for fugitive apprehension / \$5,000.00

Issue:

The Santa Fe County Sheriff's Office has been awarded funding from the United States Marshals Service (USMS) for overtime in the amount of \$5,000.00.

Background:

The primary mission of the task force is to investigate and arrest, as part of joint law enforcement operations, persons who have active state and federal warrants for their arrest. The intent of the joint effort is to investigate and apprehend local, state and federal fugitives, thereby improving public safety and reducing violent crime.

Action Requested:

The Santa Fe County Sheriff's Office requests approval to budget funding from the grant listed above in the amount of \$5,000.00 awarded by the United States Marshals Services. Funding from this program is focused on operations in support of fugitive apprehension.

SANTA FE COUNTY

RESOLUTION 2014 - _____

A RESOLUTION REQUESTING AUTHORIZATION TO MAKE THE BUDGET ADJUSTMENT DETAILED ON THIS FORM

Whereas, the Board of County Commissioners meeting in regular session on January 28, 2014, did request the following budget adjustment:

Department / Division: Sheriff's Office Fund Name: Law Enforcement Operating Fund (LEOF)

Budget Adjustment Type: Budget Increase Fiscal Year: 2014 (July 1, 2013 - June 30, 2014)

BUDGETED REVENUES: (use continuation sheet, if necessary)

FUND CODE XXX	DEPARTMENT/ DIVISION XXXX	ACTIVITY BASIC/SUB XXX	ELEMENT/ OBJECT XXXX	REVENUE NAME	INCREASE AMOUNT	DECREASE AMOUNT
246	1232	381	0300	Joint Law Enforcement Operations (JLEO)	\$5,000.00	
TOTAL (if SUBTOTAL, check here)					\$5,000.00	

BUDGETED EXPENDITURES: (use continuation sheet, if necessary)

FUND CODE XXX	DEPARTMENT/ DIVISION XXXX	ACTIVITY BASIC/SUB XXX	ELEMENT/ OBJECT XXXX	CATEGORY / LINE ITEM NAME	INCREASE AMOUNT	DECREASE AMOUNT
246	1232	424	10.25	Salary & Wages / Overtime	\$4,927.50	
246	1232	424	20.02	Employee Benefits / FICA Medicare	\$72.50	
TOTAL (if SUBTOTAL, check here)					\$5,000.00	

Requesting Department Approval: _____ Title: County Sheriff Date: 1-16-14

Finance Department Approval: Judson M. Arbo Date: 1/13/14 Entered by: _____ Date: _____

County Manager Approval: _____ Date: _____ Updated by: _____ Date: _____

SANTA FE COUNTY

RESOLUTION 2014 - _____

ATTACH ADDITIONAL SHEETS IF NECESSARY.

DEPARTMENT CONTACT: Name: Undersheriff Ron Madrid Dept/Div: Sheriff's Office Phone No.: 505-986-2455

DETAILED JUSTIFICATION FOR REQUESTING BUDGET ADJUSTMENT (If applicable, cite the following authority: State Statute, grant name and award date, other laws, regulations, etc.):

- 1) Please summarize the request and its purpose.
 The United States Marshals has granted the Santa Fe Sheriff's Office a grant in the amount of \$5,000.00 to use for overtime reimbursement in support of the Joint Law Enforcement Operations (JLEO) program. The primary mission of the task force is to investigate and arrest, as part of joint law enforcement operations, person who have active state and federal warrants for their arrest. The intent of the joint effort is to investigate and apprehend local, state and federal fugitives, thereby improving public safety and reducing violent crime.

a) Employee Actions

Line Item	Action (Add/Delete Position, Reclass, Overtime)	Position Type (permanent, term)	Position Title
10-25	Overtime	Full-Time / Permanent	Deputy / Patrol
20-02	Employee Benefits / FICA Medicare	Full-Time / Permanent	Deputy / Patrol

b) Professional Services (50-xx) and Capital Category (80-xx) detail:

Line Item	Detail (what specific things, contracts, or services are being added or deleted)	Amount

- 2) Is the budget action for RECURRING expense or for NON-RECURRING (one-time only) expense _____

SANTA FE COUNTY

RESOLUTION 2014 - _____

ATTACH ADDITIONAL SHEETS IF NECESSARY.

DEPARTMENT CONTACT:

Name: Undersheriff Ron Madrid Dept/Div: Sheriff's Office Phone No.: 505-986-2455

DETAILED JUSTIFICATION FOR REQUESTING BUDGET ADJUSTMENT (If applicable, cite the following authority: State Statute, grant name and award date, other laws, regulations, etc.):

- 3) Does this request impact a revenue source? If so, please identify (i.e. General Fund, state funds, federal funds, etc.), and address the following:
 - a) If this is a state special appropriation, YES _____ NO X
If YES, cite statute and attach a copy.
 - b) Does this include state or federal funds? YES X NO _____
If YES, please cite and attach a copy of statute, if a special appropriation, or include grant name, number, award date and amount, and attach a copy of a award letter and proposed budget.

Title: Joint Law Enforcement Operations (JLEO) Program
 Project#: JLEOTFS4 (Fund# AFF-B-OP-1)
 Award Amt: \$5,000.00
 Award Period: October 6, 2013 thru September 30, 2014

- c) Is this request is a result of Commission action? YES _____ NO X
If YES, please cite and attach a copy of supporting documentation (i.e. Minutes, Resolution, Ordinance, etc.).
- d) Please identify other funding sources used to match this request.

N/A

SANTA FE COUNTY

RESOLUTION 2014 - _____

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Santa Fe County that the Local Government Division of the Department of Finance and Administration is hereby requested to grant authority to adjust budgets as detailed above.

Approved, Adopted, and Passed This 28th Day of January, 2014.

Santa Fe Board of County Commissioners

Daniel W. Mayfield, Chairperson

ATTEST:

Geraldine Salazar, County Clerk

INSTRUCTIONS: See last page for detailed instructions.

SECTION 1: OBLIGATION

DOCUMENT CONTROL #: M-14-D51-O-000161

SECTION 2: PARTICIPATING AGENCIES

Notification to state and local agencies of funding provided in support of Joint Law Enforcement Operations, pursuant to the Memorandum of Understanding (MOU) between:

SANTA FE COUNTY SHERIFF'S OFFICE

and

District of New Mexico (51)

All other terms and conditions of the MOU remain the same.

SECTION 3: PERIOD OF PERFORMANCE

October 6, 2013 to September 30, 2014

SECTION 4: APPROPRIATION DATA

FISCAL YEAR	ORGANIZATION	FUND	PROJECT	SOC / PURPOSE	DOLLAR AMOUNT
2014	D51	AFF-B-OP-1	JLEOTFS4	25302 - TFO Overtime	\$5,000.00
Total Obligation Amount:					\$5,000.00

SECTION 5: DESCRIPTION OF OBLIGATION

TFO Overtime

CFDA Number 16.111 - DOJ JLEO

SECTION 6: CONTACT INFORMATION

DISTRICT/RFTF CONTACT:

Name: FRED GARCIA
Phone: (505) 938-7537
E-mail: Fred.Garcia2@usdoj.gov

STATE/LOCAL CONTACT:

Name: William Pacheco
Phone: (505) 986-2492
E-mail: wpacheco@santafecountynm.gov

SECTION 7: AUTHORIZATION

USMS Representative - Certification of Funds:

Signature: sfinley@usms.doj.gov Digitally signed by sfinley@usms.doj.gov
DN: cn=sfinley@usms.doj.gov,
Date: 2013.11.10 09:01:01 -0700 Date: 10/6/2013

Susan R. Finley, Management and Program Analyst

Chief Deputy or RFTF Commander - Obligation Approval:

Signature: aramos@usms.doj.gov Digitally signed by aramos@usms.doj.gov
DN: cn=aramos@usms.doj.gov,
Date: 2013.11.20 10:10:11 -0700 Date: 10/6/2013

Alex Ramos, CDUSM

Departmental Representative - Acknowledgement:

Signature: Capt. *Adan Mendoza* Date: 12-11-13

ADAN MENDOZA, CAPTAIN



U.S. Department of Justice
United States Marshals Service
District of New Mexico

Albuquerque, NM 87102

MEMORANDUM TO: State and Local Law Enforcement Agency Partners

FROM:  Conrad Candelaria
United States Marshal
District of New Mexico
Southwest Investigative Fugitive Task Force

SUBJECT: Joint Law Enforcement Operations Program Guidance

I would first like to take this opportunity to thank the Directors, Sheriffs and Chiefs who have committed their valuable resources in support of the United States Marshals Service's fugitive mission. I am convinced that this collaborative effort to locate and apprehend violent fugitives drastically reduces the crime rate in New Mexico. Our combined efforts led to the arrest of over 2100 federal, state and local fugitives last fiscal year.

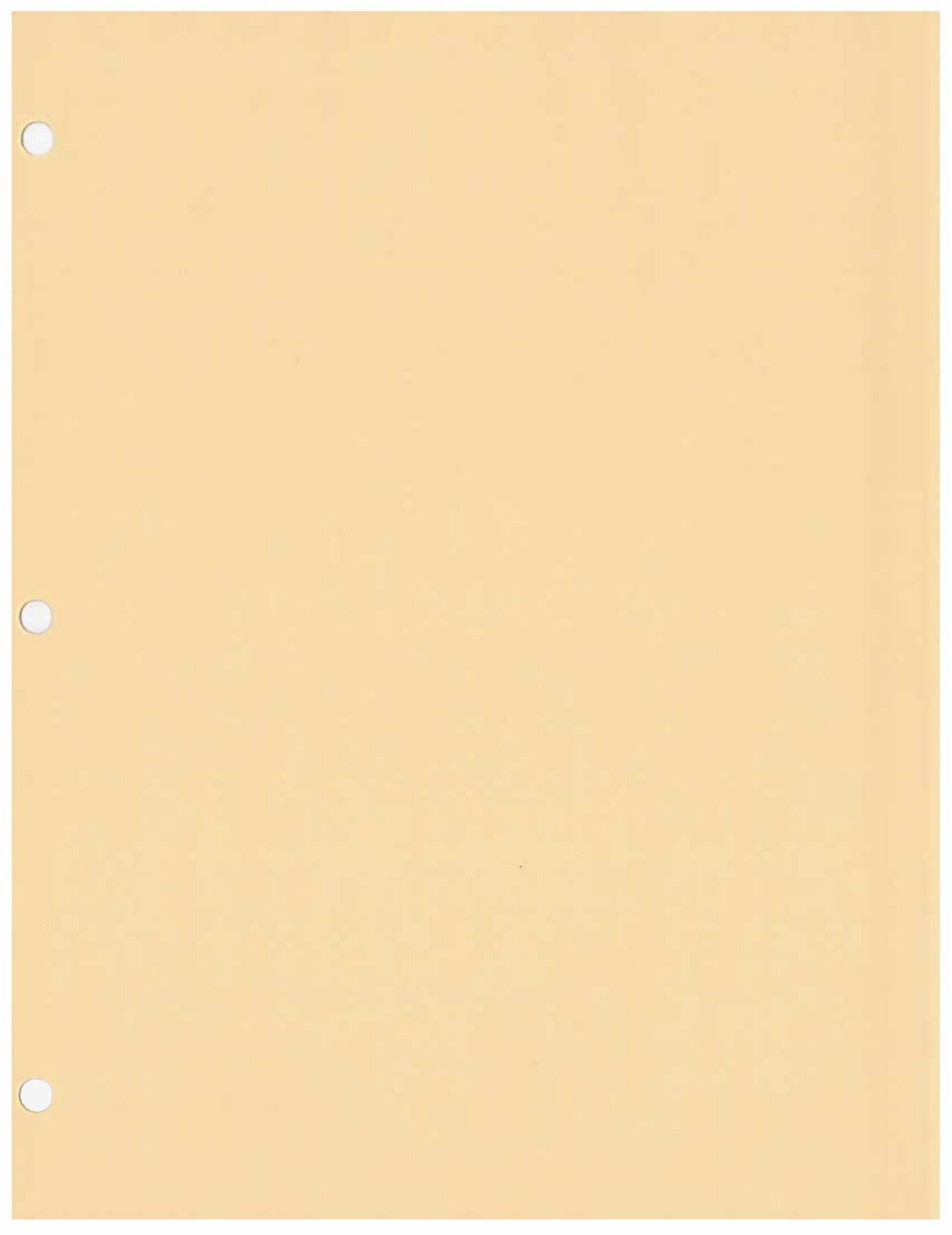
As part of our fugitive apprehension mission, the United States Marshals Service (USMS) administers funds through the Joint Law Enforcement Operations (JLEO) program. The JLEO is funded through revenues deposited into the Department of Justice Assets Forfeiture Fund (AFF). JLEO funding is the source of overtime reimbursements made to your agency by the USMS for operations in support of fugitive apprehension. As you are aware, for the past several years, the USMS has made overtime reimbursements available to your agency in support of this very important mission. Over this time period, we have learned some very valuable lessons regarding best practices for invoicing overtime to ensure that JLEO funds are both properly accounted for and efficiently used. In short, we need to strengthen controls over JLEO funding so that it remains available to us. The bullets listed below will assist the USMS both with getting your agency reimbursed in an efficient manner and with properly accounting for the funding. As we start Fiscal Year 2014, your agency will be required to follow the procedures below to receive reimbursement. Please share this letter with your USMS Task Force Officer, your Task Force Officer's direct supervisor and timekeeper so that everyone is aware of these important new controls.

1. Your agency must have a current four page Memorandum of Understanding (MOU) on file.
2. Your agency is being provided with a form (USM-607) that needs to be signed by your agency's authorized representative. This form is an acknowledgement of the funds available to your agency for overtime reimbursement for the period of **October 6, 2013 through September 30, 2014**. No overtime funding was available prior to October 6,

and therefore no overtime hours worked between October 1 and October 5 can be reimbursed.

3. Overtime reimbursement should be invoiced on a **monthly** basis. This new, very important control will better enable the USMS to project reimbursements and ensure that JLEO funds are used as efficiently as possible. Beginning October 1, 2013, the USMS will conduct quarterly audits of available JLEO funds. If your agency has not submitted regular reimbursement requests, a portion of your funding may be pulled back and distributed elsewhere. If this occurs, you will be provided with another form (USM-607A) that details the increase or decrease in funding. We strongly encourage the monthly submission of reimbursement requests so that your agency can take advantage of these funds.
4. The USMS will no longer be able to provide fuel funding.
5. JLEO funds are made available for state and local officer overtime salary expenses and shall not include any costs for benefits, such as retirement, FICA, and other expenses. State and Local task force officers can earn up to 25% of a GS-12, Step 1 (\$68,809.00) which remains \$17,202.25.
6. The USMS fiscal year ends September 30, 2014. All reimbursement requests for FY 2014 year must be submitted for processing by **November 15, 2014**.

Please understand that the above requirements have become necessary to properly track and account for this vital source of funding. If you have any questions about the above points, please contact SDUSM Fred Garcia (Fred.Garcia2@usdoj.gov) 505-938-7537 or Susan Finley (Susan.Finley@usdoj.gov) at 505-462-2311.



Daniel "Danny" Mayfield
Commissioner, District 1

Miguel Chavez
Commissioner, District 2

Robert A. Anaya
Commissioner, District 3



Kathy Hollan
Commissioner, District 4

Liz Stefanics
Commissioner, District 5

Katherine Miller
County Manager

MEMORANDUM

TO: Board of County Commissioners

FROM: Katherine Miller, County Manager *KM*
Rachel O'Connor, Community Services Director *RO*

DATE: January 7, 2014

SUBJECT: Resolution 2014 - A Resolution Requesting a Budget Increase to the State Special Appropriations Fund (318) to Budget a Grant Awarded Through the NM Department of Cultural Affairs for the Vista Grande Library / \$9,499.55. (/Finance/Teresa Martinez)

Issue:

The Community Services Department is seeking to budget a Grant from the Department of Cultural Affairs, State Library Division to acquire Library books, equipment, and resources for the Vista Grande Library in Santa Fe County in the amount of \$9,499.55

Background:

The Vista Grande Library was awarded a grant from the State of New Mexico Department of Cultural Affairs, State Library Division to acquire library books, equipment and library resources in the amount of \$11,690.65. The grant agreement was executed in November of 2012 (FY13). Vista Grande Library has an unused balance of \$9,499.55 from FY13. This balance must be used in FY14. Santa Fe County will serve as the fiscal agent for the grant.

Staff Recommendation:

Staff requests that the grant funds be budgeted for the Vista Grande Library in the amount of \$9,499.55.

SANTA FE COUNTY

RESOLUTION 2014 - _____

A RESOLUTION REQUESTING AUTHORIZATION TO MAKE THE BUDGET ADJUSTMENT DETAILED ON THIS FORM

Whereas, the Board of County Commissioners meeting in regular session on January 28, 2014, did request the following budget adjustment:

Department / Division: CSD/ Community Operations Fund Name: State Special Appropriations Fund (318)

Budget Adjustment Type: Budget Increase Fiscal Year: 2014 (July 1, 2013- June 30, 2014)

BUDGETED REVENUES: (use continuation sheet, if necessary)

FUND CODE XXX	DEPARTMENT/ DIVISION XXXX	ACTIVITY BASIC/SUB XXX	ELEMENT/ OBJECT XXXX	REVENUE NAME	INCREASE AMOUNT	DECREASE AMOUNT
318	0739	371	9000	State/Other	\$9,499.55	
TOTAL (if SUBTOTAL, check here)					\$9,499.55	

BUDGETED EXPENDITURES: (use continuation sheet, if necessary)

FUND CODE XXX	DEPARTMENT/ DIVISION XXXX	ACTIVITY BASIC/SUB XXX	ELEMENT/ OBJECT XXXX	CATEGORY / LINE ITEM NAME	INCREASE AMOUNT	DECREASE AMOUNT
318	0739	481	8095	Capital Purchases/Inventory Exempt-Computer	\$9,499.55	
TOTAL (if SUBTOTAL, check here)					\$9,499.55	

Requesting Department Approval: [Signature] Title: Department Director Date: 1/27/14

Finance Department Approval: [Signature] Date: 1/27/14 Entered by: _____ Date: _____

County Manager Approval: _____ Date: _____ Updated by: _____ Date: _____

SANTA FE COUNTY

RESOLUTION 2014 - _____

ATTACH ADDITIONAL SHEETS IF NECESSARY.

DEPARTMENT CONTACT: Name: Rachel O'Connor Dept/Div: Community Services Department Director Phone No.: 992-9842

DETAILED JUSTIFICATION FOR REQUESTING BUDGET ADJUSTMENT (If applicable, cite the following authority: State Statute, grant name and award date, other laws, regulations, etc.):

- 1) Please summarize the request and its purpose.
The Vista Grande Library was awarded a grant through the State of New Mexico, Department of Cultural Affairs, State Library Division to acquire library books, equipment and library resources in the amount of \$9,499.55. Santa Fe County has been designated as the fiscal agent for the funds.

a) Employee Actions

Line Item	Action (Add/Delete Position, Reclass, Overtime)	Position Type (permanent, term)	Position Title

b) Professional Services (50-xx) and Capital Category (80-xx) detail:

Line Item	Detail (what specific things, contracts, or services are being added or deleted)	Amount
8095	Computers, printers, and software for the Vista Grande Library.	\$9,499.55

- 2) Is the budget action for RECURRING expense _____ or for NON-RECURRING (one-time only) expense _____

SANTA FE COUNTY

RESOLUTION 2014 - _____

ATTACH ADDITIONAL SHEETS IF NECESSARY.

DEPARTMENT CONTACT: Name: Rachel O'Connor Dept/Div: Community Services Department Director Phone No.: 992-9842

DETAILED JUSTIFICATION FOR REQUESTING BUDGET ADJUSTMENT (If applicable, cite the following authority: State Statute, grant name and award date, other laws, regulations, etc.):

- 3) Does this request impact a revenue source? If so, please identify (i.e. General Fund, state funds, federal funds, etc.), and address the following:
 - a) If this is a state special appropriation, YES X NO _____
If YES, cite statute and attach a copy.

“Laws of New Mexico, 2010, 2nd Special Session, Chapter 3, Section 10(B) (1) two million dollars (\$2,000,000) to acquire library books, equipment and library resources for public libraries statewide. The Grantee’s total reimbursements shall not exceed a portion of the appropriation in the amount of Nine Thousand Four Hundred Ninety Nine Dollars and Fifty Five Cents (\$9,499.55) minus the allocation for Art in Public Places, if applicable (\$0.00) Zero Dollars which equals if Nine Thousand Four Hundred Ninety Nine Dollars and Fifty Five Cents (\$9,499.55), hereinafter referred to as Adjusted Appropriation Amount.”

- b) Does this include state or federal funds? YES X NO _____
If YES, please cite and attach a copy of statute, if a special appropriation, or include grant name, number, award date and amount, and attach a copy of a award letter and proposed budget.

Name : Vista Grande Library
Project No.: 2010-GO-74
Date: June 6, 2012
Amount: \$9,499.55

- c) Is this request is a result of Commission action? YES _____ NO X
If YES, please cite and attach a copy of supporting documentation (i.e. Minutes, Resolution, Ordinance, etc.).
- d) Please identify other funding sources used to match this request.

NA

SANTA FE COUNTY

RESOLUTION 2014 - _____

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Santa Fe County that the Local Government Division of the Department of Finance and Administration is hereby requested to grant authority to adjust budgets as detailed above.

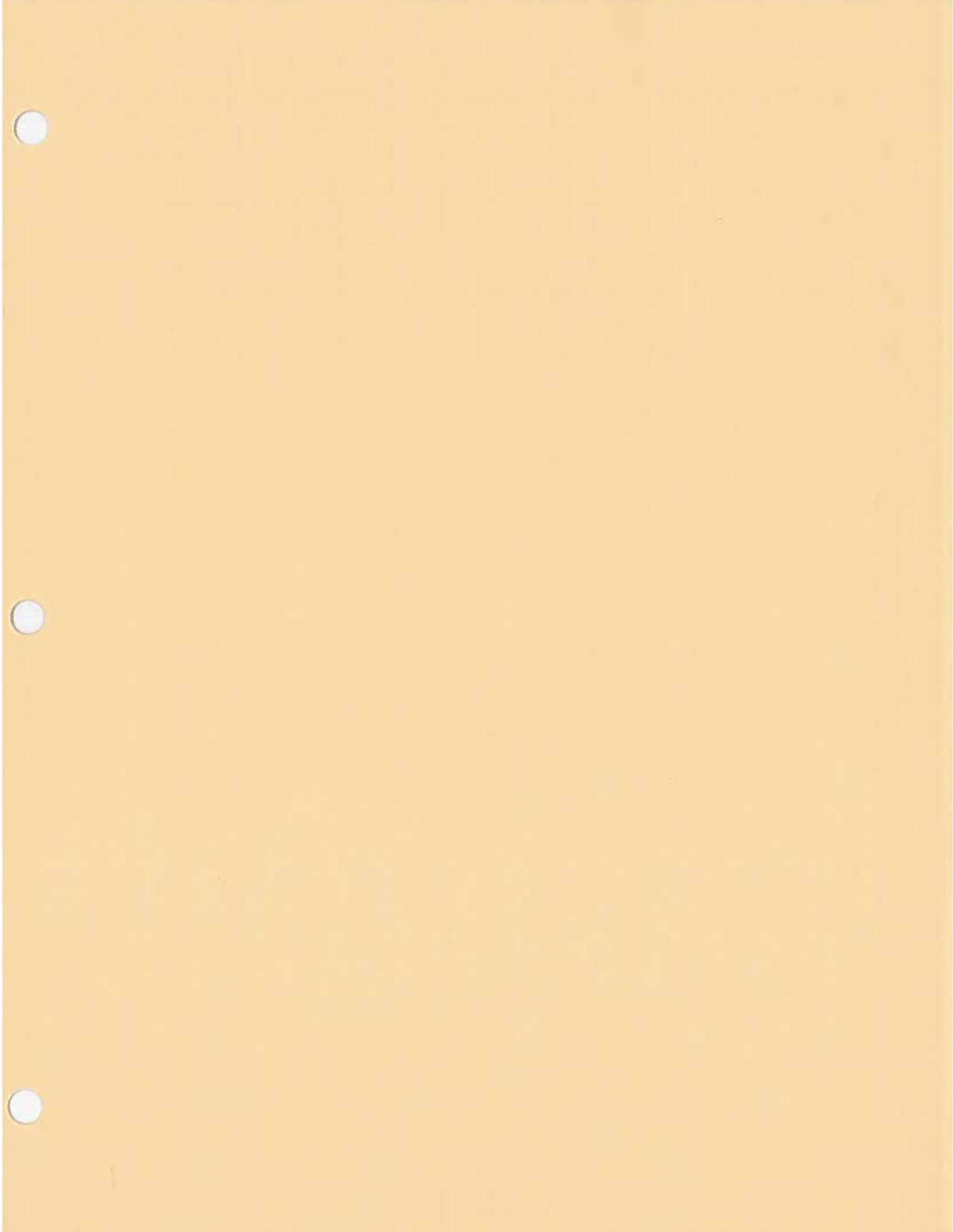
Approved, Adopted, and Passed This 28th Day of January, 2014.

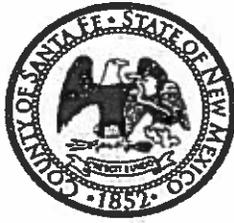
Santa Fe Board of County Commissioners

Daniel W. Mayfield, Chairperson

ATTEST:

Geraldine Salazar, County Clerk





Memorandum

To: Santa Fe Board of County Commissioners

From: Donna Morris, Fire Department

Thru: David Sperling, Fire Chief *DS*
Pablo Sedillo, Public Safety Director *PS*
Katherine Miller, County Manager *KM*

Date: January 8, 2014

Re: A resolution requesting a budget increase to the Glorieta Fire District Impact Fee Fund (216) in the amount of \$55,000. (Public Safety/Fire)

BACKGROUND:

The Santa Fe County Fire Department is requesting BCC approval to budget Impact Fees in the amount of \$55,000 from the Glorieta Fire District Impact Fee Fund (216) to be allocated for the new Construction of the Glorieta Substation at La Joya. The station construction project was approved in the Santa Fe County Fire Department Five Year Plan and has also been approved in the Santa Fe County Capital Improvement Plan. The Glorieta Fire District would like to budget \$55,000 of available cash in the fire district's Impact Fee Fund to begin the Architectural & Engineering phase of this project.

SUMMARY:

Please approve this request for a budget increase to the Glorieta Substation Project Fund (216) in the amount of \$55,000.

SANTA FE COUNTY

RESOLUTION 2014 - _____

A RESOLUTION REQUESTING AUTHORIZATION TO MAKE THE BUDGET ADJUSTMENT DETAILED ON THIS FORM

Whereas, the Board of County Commissioners meeting in regular session on January 28, 2014, did request the following budget adjustment:

Department / Division: Fire Department/Fire Administration Fund Name: Glorieta Impact Fees (216)

Budget Adjustment Type: Budget Increase Fiscal Year: 2014 (July 1, 2013 - June 30, 2014)

BUDGETED REVENUES: (use continuation sheet, if necessary)

FUND CODE XXX	DEPARTMENT/ DIVISION XXXX	ACTIVITY BASIC/SUB XXX	ELEMENT/ OBJECT XXXX	REVENUE NAME	INCREASE AMOUNT	DECREASE AMOUNT
216	8009	385	06-00	Budgeted Cash/Impact Fees	55,000	
					55,000	

BUDGETED EXPENDITURES: (use continuation sheet, if necessary)

FUND CODE XXX	DEPARTMENT/ DIVISION XXXX	ACTIVITY BASIC/SUB XXX	ELEMENT/ OBJECT XXXX	CATEGORY / LINE ITEM NAME	INCREASE AMOUNT	DECREASE AMOUNT
216	8009	422	80-01	Capital Purchases/Buildings & Structures	55,000	
					55,000	

Requesting Department Approval: [Signature] Title: Chief Date: 1-13-14
 Finance Department Approval: [Signature] Date: 1/13/14 Entered by: _____ Date: _____
 County Manager Approval: _____ Date: _____ Updated by: _____ Date: _____

SANTA FE COUNTY

RESOLUTION 2014 - _____

ATTACH ADDITIONAL SHEETS IF NECESSARY.

DEPARTMENT CONTACT: Name: Donna Morris Dept/Div: Fire Department/Administration Phone No.: 992-3082

DETAILED JUSTIFICATION FOR REQUESTING BUDGET ADJUSTMENT (If applicable, cite the following authority: State Statute, grant name and award date, other laws, regulations, etc.):

- 1) Please summarize the request and its purpose.

Requesting BCC approval for a budget increase to the Glorieta Impact Fees to be allocated for the construction/of the Glorieta Substation at La Joya.

a) Employee Actions

Line Item	Action (Add/Delete Position, Reclash, Overtime)	Position Type (permanent, term)	Position Title

b) Professional Services (50-xx) and Capital Category (80-xx) detail:

Line Item	Detail (what specific things, contracts, or services are being added or deleted)	Amount
80-01	Glorieta Substation/La Joya Construction	55,000

- 2) Is the budget action for RECURRING expense _____ or for NON-RECURRING (one-time only) expense X

SANTA FE COUNTY

RESOLUTION 2014 - _____

ATTACH ADDITIONAL SHEETS IF NECESSARY.

DEPARTMENT CONTACT:

Name: Donna Morris Dept/Div: Fire Department/Administration Phone No.: 992-3082

DETAILED JUSTIFICATION FOR REQUESTING BUDGET ADJUSTMENT (if applicable, cite the following authority: State Statute, grant name and award date, other laws, regulations, etc.):

- 3) Does this request impact a revenue source? If so, please identify (i.e. General Fund, state funds, federal funds, etc.), and address the following:
 - a) If this is a state special appropriation, YES _____ NO X
 - b) Does this include state or federal funds? YES _____ NO X
If YES, please cite and attach a copy of statute, if a special appropriation, or include grant name, number, award date and amount, and attach a copy of a award letter and proposed budget.
 - c) Is this request is a result of Commission action? YES _____ NO X
If YES, please cite and attach a copy of supporting documentation (i.e. Minutes, Resolution, Ordinance, etc.).
 - d) Please identify other funding sources used to match this request. *N/A*

SANTA FE COUNTY

RESOLUTION 2014 - _____

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Santa Fe County that the Local Government Division of the Department of Finance and Administration is hereby requested to grant authority to adjust budgets as detailed above.

Approved, Adopted, and Passed This 28th Day of January, 2014.

Santa Fe Board of County Commissioners

Daniel W. Mayfield, Chair

ATTEST:

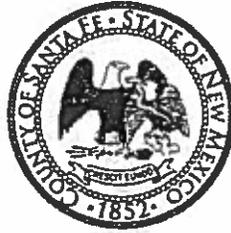
Geraldine Salazar, County Clerk



Daniel "Danny" Mayfield
Commissioner, District 1

Miguel Chavez
Commissioner, District 2

Robert A. Anaya
Commissioner, District 3



Kathy Hoilan
Commissioner, District 4

Liz Stefanics
Commissioner, District 5

Katherine Miller
County Manager

To: Santa Fe Board of County Commissioners

From: David Sperling, Fire Chief *DMS*

Thru: Pablo Sedillo, Public Safety Director
Katherine Miller, County Manager

Date: January 17, 2014

Re: A Resolution Requesting a Budget Increase to the Fire Tax Quarter Cent Fund (222) in the Amount of \$37,797. (Public Safety/Fire)

BACKGROUND:

The Santa Fe County Fire Department is requesting BCC approval to budget available cash savings of \$37,797 from a 2009 construction project that added a 3000 square foot crew quarters addition to the south end of the Pojoaque Main Fire Station to partially fund a new project to remodel the original crew quarters on the north end of the building. The original quarters is currently used by volunteer members of the Pojoaque Fire District to conduct District business and training activities and to occasionally house volunteer responders. This space reflects the wear and tear inflicted by more than a decade of very heavy use as a combined career and volunteer staff crew quarters. It is in dire need of remodeling services. The project will also add a 400 to 480 square foot addition to the west side of the building to be used as a physical fitness/training room for both career and volunteer members. The Pojoaque Main Station is the only Regional Fire Station in Santa Fe County that does not have a dedicated physical fitness room.

The anticipated total cost of this project is \$240,000. Additional funding will be provided from the Fire Tax Quarter Cent Fund (222), the Pojoaque District Fire Fund (209), and a 2005 Fire Station Construction Bond fund (330). This remodel has been anticipated for several years but lacked the necessary funds that are now available through Fire Department funding sources.

SUMMARY:

Please approve this request for a budget increase to the Fire Tax Quarter Cent Fund (222) in the amount of \$37,797 for the Pojoaque Main Station volunteer quarters remodel project.

SANTA FE COUNTY

RESOLUTION 2014 - _____

A RESOLUTION REQUESTING AUTHORIZATION TO MAKE THE BUDGET ADJUSTMENT DETAILED ON THIS FORM

Whereas, the Board of County Commissioners meeting in regular session on January 28, 2014, did request the following budget adjustment:

Department / Division: Fire Department/Fire Administration Fund Name: Fire Tax ¼ % Fund (222)

Budget Adjustment Type: Budget Increase Fiscal Year: 2014 (July 1, 2013 - June 30, 2014)

BUDGETED REVENUES: (use continuation sheet, if necessary)

FUND CODE XXX	DEPARTMENT/ DIVISION XXXX	ACTIVITY BASIC/SUB XXX	ELEMENT/ OBJECT XXXX	REVENUE NAME	INCREASE AMOUNT	DECREASE AMOUNT
222	0000	385	04-00	Budgeted Cash/Fire Tax ¼%	37,797	
					37,797	

BUDGETED EXPENDITURES: (use continuation sheet, if necessary)

FUND CODE XXX	DEPARTMENT/ DIVISION XXXX	ACTIVITY BASIC/SUB XXX	ELEMENT/ OBJECT XXXX	CATEGORY / LINE ITEM NAME	INCREASE AMOUNT	DECREASE AMOUNT
222	8010	422	80-01	Capital Purchases/Buildings & Structures	37,797	
					37,797	

Requesting Department Approval: *[Signature]* Title: Chief Date: 1-13-14

Finance Department Approval: *[Signature]* Date: 1/13/14 Entered by: _____ Date: _____

County Manager Approval: _____ Date: _____ Updated by: _____ Date: _____

SANTA FE COUNTY

RESOLUTION 2014 - _____

ATTACH ADDITIONAL SHEETS IF NECESSARY.

DEPARTMENT CONTACT: Name: Donna Morris Dept/Div: Fire Department/Administration Phone No.: 992-3082

DETAILED JUSTIFICATION FOR REQUESTING BUDGET ADJUSTMENT (If applicable, cite the following authority: State Statute, grant name and award date, other laws, regulations, etc.):

- 1) Please summarize the request and its purpose.

Requesting BCC approval for a budget increase to be allocated for the Pojoaque Main Station remodel of the volunteer quarter's project.

a) Employee Actions

Line Item	Action (Add/Delete Position, Reclass, Overtime)	Position Type (permanent, term)	Position Title

b) Professional Services (50-xx) and Capital Category (80-xx) detail:

Line Item	Detail (what specific things, contracts, or services are being added or deleted)	Amount
80-01	Pojoaque Main Station remodel of the volunteer quarters	37,797

- 2) Is the budget action for RECURRING expense _____ or for NON-RECURRING (one-time only) expense X

SANTA FE COUNTY

RESOLUTION 2014 - _____

ATTACH ADDITIONAL SHEETS IF NECESSARY.

DEPARTMENT CONTACT:

Name: Donna Morris Dept/Div: Fire Department/Administration Phone No.: 992-3082

DETAILED JUSTIFICATION FOR REQUESTING BUDGET ADJUSTMENT (If applicable, cite the following authority: State Statute, grant name and award date, other laws, regulations, etc.):

- 3) Does this request impact a revenue source? If so, please identify (i.e. General Fund, state funds, federal funds, etc.), and address the following:
 - a) If this is a state special appropriation, YES _____ NO X
 - b) Does this include state or federal funds? YES _____ NO X
If YES, please cite and attach a copy of statute, if a special appropriation, or include grant name, number, award date and amount, and attach a copy of a award letter and proposed budget.
 - c) Is this request is a result of Commission action? YES _____ NO X
If YES, please cite and attach a copy of supporting documentation (i.e. Minutes, Resolution, Ordinance, etc.).
 - d) Please identify other funding sources used to match this request. *N/A*

**SANTA FE COUNTY
RESOLUTION 2014 - _____**

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Santa Fe County that the Local Government Division of the Department of Finance and Administration is hereby requested to grant authority to adjust budgets as detailed above.

Approved, Adopted, and Passed This 28th Day of January, 2014.

Santa Fe Board of County Commissioners

Daniel W. Mayfield, Chair

ATTEST:

Geraldine Salazar, County Clerk





Memorandum

To: Santa Fe Board of County Commissioners

From: Donna Morris, Fire Department

Thru: David Sperling, Fire Chief *DS*
Pablo Sedillo, Public Safety Director
Katherine Miller, County Manager

[Handwritten signatures and date: 1.15.14]

Date: January 8, 2014

Re: Resolution 2014 - A resolution requesting a budget increase to the Fire Operations Fund (244) / Various Fire Districts to budget NM State Forestry Reimbursements / \$14,187. (Public Safety/Fire)

BACKGROUND:

The Santa Fe County Fire Department is requesting BCC approval for a budget increase to the Fire Operations Fund (244) in the amount of \$14,187 for various Fire Districts to budget the revenue collected for fire department personnel and apparatus that was utilized for the following fires: Thompson Ridge Fire, Tres Lagunas Fire and Guaje Fire. These reimbursements will be utilized to purchase or replace necessary field supplies and reimburse the personnel utilized on these fires.

SUMMARY:

Please approve this request for a budget increase to the Fire Operations Fund (244) for various Fire Districts for reimbursements from State Forestry for the deployment of personnel/equipment in the amount of \$14,187.

SANTA FE COUNTY

RESOLUTION 2014 - _____

A RESOLUTION REQUESTING AUTHORIZATION TO MAKE THE BUDGET ADJUSTMENT DETAILED ON THIS FORM

Whereas, the Board of County Commissioners meeting in regular session on January 28, 2014, did request the following budget adjustment:

Department / Division: Fire Department/Various Fire Districts Fund Name: Fire District Revenue Fund (244)

Budget Adjustment Type: Budget Increase Fiscal Year: 2014 (July 1, 2013 - June 30, 2014)

BUDGETED REVENUES: (use continuation sheet, if necessary)

FUND CODE XXX	DEPARTMENT/ DIVISION XXXX	ACTIVITY BASIC/SUB XXX	ELEMENT/ OBJECT XXXX	REVENUE NAME	INCREASE AMOUNT	DECREASE AMOUNT
244	0831	360	09-02	Revenue/State Forestry	160	
244	0834	360	09-02	Revenue/State Forestry	8,514	
244	0835	360	09-02	Revenue/State Forestry	324	
244	0836	360	09-02	Revenue/State Forestry	128	
TOTAL (if SUBTOTAL, check here X)					9,126	

BUDGETED EXPENDITURES: (use continuation sheet, if necessary)

FUND CODE XXX	DEPARTMENT/ DIVISION XXXX	ACTIVITY BASIC/SUB XXX	ELEMENT/ OBJECT XXXX	CATEGORY / LINE ITEM NAME	INCREASE AMOUNT	DECREASE AMOUNT
244	0831	422	60-07	Supplies/Operational Supplies	160	
244	0834	422	60-07	Supplies/Operational Supplies	8,514	
244	0835	422	60-07	Supplies/Operational Supplies	324	
244	0836	422	60-07	Supplies/Operational Supplies	128	
TOTAL (if SUBTOTAL, check here X)					9,126	

Requesting Department Approval: *[Signature]* Title: Chief Date: 1-13-14

Finance Department Approval: *[Signature]* Date: 1/13/14 Entered by: _____ Date: _____

County Manager Approval: _____ Date: _____ Updated by: _____ Date: _____

SANTA FE COUNTY

RESOLUTION 2014 - _____

BUDGET ADJUSTMENT CONTINUATION SHEET

BUDGETED REVENUES: (use continuation sheet, if necessary)

FUND CODE XXX	DEPARTMENT/DIVISION XXXX	ACTIVITY BASIC/SUB XXX	ELEMENT/OBJECT XXXX	REVENUE NAME	INCREASE AMOUNT	DECREASE AMOUNT
244	0838	360	09-02	Revenue/State Forestry	324	
244	0841	360	09-02	Revenue/State Forestry	1,709	
244	0843	360	09-02	Revenue/State Forestry	383	
244	0872	360	09-02	Revenue/State Forestry	2,645	
TOTAL (if SUBTOTAL, check here)					14,187	

BUDGETED EXPENDITURES: (use continuation sheet, if necessary)

FUND CODE XXX	DEPARTMENT/DIVISION XXXX	ACTIVITY BASIC/SUB XXX	ELEMENT/OBJECT XXXX	CATEGORY / LINE ITEM NAME	INCREASE AMOUNT	DECREASE AMOUNT
244	0838	422	60-07	Supplies/Operational Supplies	324	
244	0841	422	60-07	Supplies/Operational Supplies	1,709	
244	0843	422	60-07	Supplies/Operational Supplies	383	
244	0872	422	10-55	Supplies/Operational Supplies	2,443	
244	0872	422	20-01	Employee Benefits/FICA	164	
244	0872	422	20-02	Employee Benefits/FICA Medicare	38	
TOTAL (if SUBTOTAL, check here)					14,187	

SANTA FE COUNTY

RESOLUTION 2014 - _____

ATTACH ADDITIONAL SHEETS IF NECESSARY.

DEPARTMENT CONTACT: Name: Donna Morris Dept/Div: Fire Department/Administration Phone No.: 992-3082

DETAILED JUSTIFICATION FOR REQUESTING BUDGET ADJUSTMENT (If applicable, cite the following authority: State Statute, grant name and award date, other laws, regulations, etc.):

- 1) Please summarize the request and its purpose.

Requesting BCC approval for a budget increase to Various Fire Districts (244) Forestry Revenue Fund to reimburse various fire districts for fire personnel and/or apparatus utilized on the Thompson Ridge Fire, Tres Lagunas Fire, and the Guaje Fire. The various fire districts will utilize the reimbursements to purchase or replace necessary field supplies and reimburse personnel utilized on the fires.

a) Employee Actions

Line Item	Action (Add/Delete Position, Reclass, Overtime)	Position Type (permanent, term)	Position Title

b) Professional Services (50-xx) and Capital Category (80-xx) detail:

Line Item	Detail (what specific things, contracts, or services are being added or deleted)	Amount

- 2) Is the budget action for RECURRING expense _____ or for NON-RECURRING (one-time only) expense X _____

SANTA FE COUNTY

RESOLUTION 2014 - _____

ATTACH ADDITIONAL SHEETS IF NECESSARY.

DEPARTMENT CONTACT:

Name: Donna Morris Dept/Div: Fire Department Administration Phone No.: 992-3082

DETAILED JUSTIFICATION FOR REQUESTING BUDGET ADJUSTMENT (if applicable, cite the following authority: State Statute, grant name and award date, other laws, regulations, etc.):

- 3) Does this request impact a revenue source? If so, please identify (i.e. General Fund, state funds, federal funds, etc.), and address the following:
 - a) If this is a state special appropriation, YES _____ NO X
If YES, cite statute and attach a copy.
 - b) Does this include state or federal funds? YES X NO _____
If YES, please cite and attach a copy of statute, if a special appropriation, or include grant name, number, award date and amount, and attach a copy of a award letter and proposed budget.

NM State Forestry Reimbursements.
 - c) Is this request a result of Commission action? YES _____ NO X
If YES, please cite and attach a copy of supporting documentation (i.e. Minutes, Resolution, Ordinance, etc.).
 - d) Please identify other funding sources used to match this request.

Not Applicable.

SANTA FE COUNTY
RESOLUTION 2014 - _____

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Santa Fe County that the Local Government Division of the Department of Finance and Administration is hereby requested to grant authority to adjust budgets as detailed above.

Approved, Adopted, and Passed This 28th Day of January, 2014.

Santa Fe Board of County Commissioners

Daniel W. Mayfield, Chair

ATTEST:

Geraldine Salazar, County Clerk



Daniel "Danny" Mayfield
Commissioner, District 1

Miguel M. Chavez
Commissioner, District 2

Robert A. Anaya
Commissioner, District 3



Kathy Holian
Commissioner, District 4

Liz Stefanics
Commissioner, District 5

Katherine Miller
County Manager

MEMORANDUM

TO: Board of County Commissioners

FROM: Teresa C. Martinez, Finance Division Director *TCM*

VIA: Katherine Miller, County Manager *KM*

DATE: January 13, 2014 *1.15.14*

SUBJECT: Resolution 2014 – A Resolution Requesting A Transfer From The EMS Services Fund (232) To The Corrections Operations Fund (247) To Fund A Community Re-Entry Specialist For The Adult Detention Facility / \$33,366 (Finance/Teresa Martinez)

Background

The Santa Fe County Public Safety and the Community Services Departments have been collaborating on public health issues related to the inmate population of the Adult Detention Facility. Specifically, the Departments have determined that developing and coordinating a community re-entry program to assist inmates in transitioning from detention to the community is essential for the health and wellbeing of these individuals. Such assistance will take the form of determining aftercare needs of inmates leaving the facility, assisting the inmates in enrolling in medicaid or comparable health insurance prior to release, providing training for inmates being discharged about how to access community based support services and providing opioid overdose prevention education.

Issue

In the FY 2014 budget the BCC approved funding in the Health and Human Services Division to engage in additional community health programming. A portion of this health funding is needed to fund the Community Re-Entry Specialist for the remainder of FY 2014 after which the position will be funded directly through the Corrections Department.

The attached budget Resolution will transfer funds from the EMS Services Fund (232) to the Corrections Operations Fund (247) in order to move forward with hiring the Community Re-Entry Specialist.

Summary

The Finance Division is requesting approval to transfer \$33,366 from the EMS Services Fund (232) to the Corrections Operations Fund (247) for the above stated purpose.

SANTA FE COUNTY

RESOLUTION 2014 - _____

A RESOLUTION REQUESTING AUTHORIZATION TO MAKE THE BUDGET ADJUSTMENT DETAILED ON THIS FORM

Whereas, the Board of County Commissioners meeting in regular session on _____ did request the following budget adjustment:

Department / Division: CSD/Health Administration & PSD/Corrections Fund Name: EMS Services Fund (232) & Corrections Ops Fund (247)

Budget Adjustment Type: Budget Increase Fiscal Year: 2014 (July 1, 2013 - June 30, 2014)

BUDGETED REVENUES: (use continuation sheet, if necessary)

FUND CODE XXX	DEPARTMENT/ DIVISION XXXX	ACTIVITY BASIC/SUB XXX	ELEMENT/ OBJECT XXXX	REVENUE NAME	INCREASE AMOUNT	DECREASE AMOUNT
247	1860	390	0232	Operating Transfer In From EMS Health	\$33,366	
TOTAL (if SUBTOTAL, check here)					\$33,366	

BUDGETED EXPENDITURES: (use continuation sheet, if necessary)

FUND CODE XXX	DEPARTMENT/ DIVISION XXXX	ACTIVITY BASIC/SUB XXX	ELEMENT/ OBJECT XXXX	CATEGORY / LINE ITEM NAME	INCREASE AMOUNT	DECREASE AMOUNT
232	0000	490	0247	Operating Transfer Out To Corrections Ops Fund	33,366	
232	0421	461	5003	CSD/Health Admin/Professional Services	21,312	\$33,366
247	1860	426	1022	PSD/Corrections/ADF-Permanent Employees	1,321	
247	1860	426	2001	PSD/Corrections/ADF-FICA Regular	309	
247	1860	426	2002	PSD/Corrections/ADF-FICA Medicare		
TOTAL (if SUBTOTAL, check here x)					\$56,308	\$33,366

Requesting Department Approval: _____ Title: _____ Date: _____

Finance Department Approval: *Alexander P. M. ...* Entered by: _____ Date: 1/13/14

County Manager Approval: _____ Date: _____ Updated by: _____ Date: _____

SANTA FE COUNTY

RESOLUTION 2014 - _____

BUDGET ADJUSTMENT CONTINUATION SHEET

BUDGETED REVENUES: (use continuation sheet, if necessary)

FUND CODE XXX	DEPARTMENT/DIVISION XXXX	ACTIVITY BASIC/SUB XXX	ELEMENT/OBJECT XXXX	REVENUE NAME	INCREASE AMOUNT	DECREASE AMOUNT
TOTAL (if SUBTOTAL, check here)						

BUDGETED EXPENDITURES: (use continuation sheet, if necessary)

FUND CODE XXX	DEPARTMENT/DIVISION XXXX	ACTIVITY BASIC/SUB XXX	ELEMENT/OBJECT XXXX	CATEGORY / LINE ITEM NAME	INCREASE AMOUNT	DECREASE AMOUNT
247	1860	426	2003	PSD/Corrections/ADF-Retirement Contributions	\$4,292	
247	1860	426	2005	PSD/Corrections/ADF-Health Care	\$5,706	
247	1860	426	2006	PSD/Corrections/ADF-Retirement Health Care	\$426	
Subtotal This Page					\$10,424	
TOTAL (if SUBTOTAL, check here)					\$66,732	\$33,366

SANTA FE COUNTY

RESOLUTION 2014 - _____

ATTACH ADDITIONAL SHEETS IF NECESSARY.

DEPARTMENT CONTACT: Name: Rachel O'Connor Dept/Div: CSD/Health Administration Phone No.: 505-992-9842

DETAILED JUSTIFICATION FOR REQUESTING BUDGET ADJUSTMENT (If applicable, cite the following authority: State Statute, grant name and award date, other laws, regulations, etc.):

- 1) Please summarize the request and its purpose. This transfer will fund a new Re-Entry Specialist which will be working at the Adult Detention Facility to assist inmates who are departing the Santa Fe County jail in transitioning into the community. Such assistance includes: assisting with medicaid enrollment, developing a system for discharge planning to provide inmates with knowledge about community based support services, implementation of opioid overdose prevention education and other health related aftercare needs.

a) Employee Actions

Line Item	Action (Add/Delete Position, Re-class, Overtime) Fund position from Health Fund	Position Type (permanent, term) Permanent	Position Title Re-Entry Specialist

b) Professional Services (50-xx) and Capital Category (80-xx) detail:

Line Item	Detail (what specific things, contracts, or services are being added or deleted)	Amount

- 2) Is the budget action for RECURRING expense or for NON-RECURRING (one-time only) expense _____

SANTA FE COUNTY

RESOLUTION 2014 - _____

ATTACH ADDITIONAL SHEETS IF NECESSARY.

DEPARTMENT CONTACT: Name: Rachel O'Connor Dept/Div: CSD/Health Administration Phone No.: 505-992-9842

DETAILED JUSTIFICATION FOR REQUESTING BUDGET ADJUSTMENT (If applicable, cite the following authority: State Statute, grant name and award date, other laws, regulations, etc.):

- 3) Does this request impact a revenue source? If so, please identify (i.e. General Fund, state funds, federal funds, etc.), and address the following:
 - a) If this is a state special appropriation, YES _____ NO XX
If YES, cite statute and attach a copy.
 - b) Does this include state or federal funds? YES _____ NO _____
If YES, please cite and attach a copy of statute, if a special appropriation, or include grant name, number, award date and amount, and attach a copy of an award letter and proposed budget
 - c) Is this request is a result of Commission action? YES _____ NO XX
If YES, please cite and attach a copy of supporting documentation (i.e. Minutes, Resolution, Ordinance, etc.).
 - d) Please identify other funding sources used to match this request.

SANTA FE COUNTY

RESOLUTION 2014 - _____

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Santa Fe County that the Local Government Division of the Department of Finance and Administration is hereby requested to grant authority to adjust budgets as detailed above.

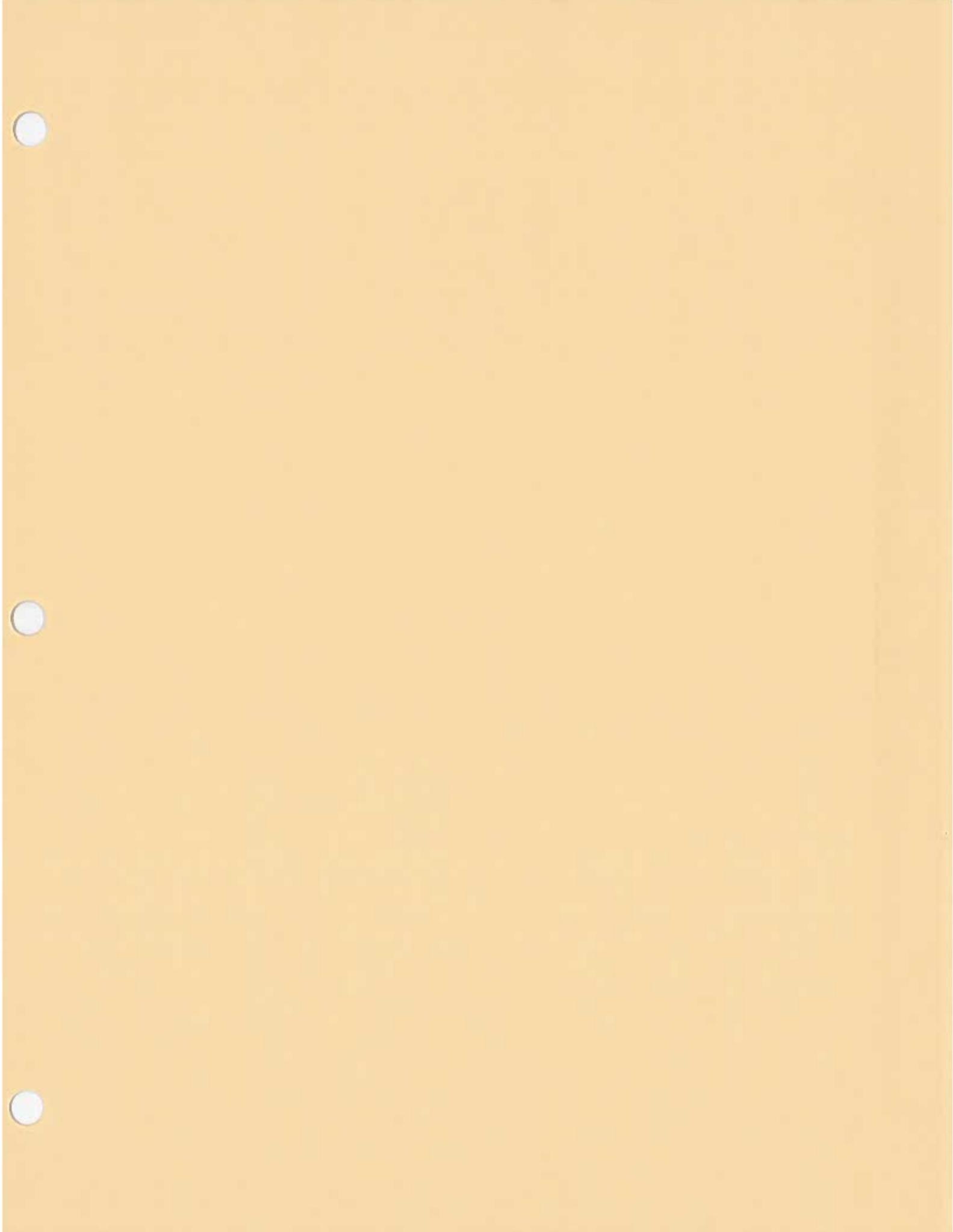
Approved, Adopted, and Passed This 28th Day of January, 2014.

Santa Fe Board of County Commissioners

Daniel W. Mayfield, Chairperson

ATTEST:

Geraldine Salazar, County Clerk





Memorandum

To: Santa Fe Board of County Commissioners

From: Donna Morris, Fire Department

Thru: David Sperling, Fire Chief *DS*
Pablo Sedillo, Public Safety Director
Katherine Miller, County Manager *KM 1.15.14*

Date: January 8, 2014

Re: A Resolution Requesting A Budget Increase/Decrease To The Fire Operations Fund (244) / YCC Grant To Realign The FY-2014 Budget With The Available Grant Balance / -\$83,560 and to Apply NM State Forestry Reimbursement to The Fire Operations Fund (244) / YCC Grant Fund / +\$51,093. (Public Safety/Fire)

BACKGROUND:

The FY-2013/2014 YCC Grant budget was based on the annualized expenditure and cash balance available at the time of the budget preparation in Feb/March to ensure that there would be sufficient budget to cover salaries and benefits as well as operational expenditures at the start of the fiscal year. The expenditures in FY-2013 continued through June resulting in an overstated FY-2014 budget due to the grants remaining balance at the end of FY-2013 being over estimated. This budget resolution will reconcile the original FY-2014 budget balance to reflect the actual available cash balance as of June 30, 2013 for this fund and will not impact staffing levels. This resolution will also be budgeting NM State Forestry Reimbursement for the Thompson Ridge Fire, Tres Lagunas Fire and the Guaje Fire into the FY2013/2014 YCC Grant to cover overtime expended on fire assignments that is not a covered expense in the YCC Grant scope of work.

SUMMARY:

Please approve this request for a budget increase in the amount of \$51,093 and a budget decrease in the amount of \$83,560 for an overall decrease in the amount of \$32,467 to the Fire Operations Fund (244) for the YCC Grant Fund.

SANTA FE COUNTY

RESOLUTION 2014 - _____

A RESOLUTION REQUESTING AUTHORIZATION TO MAKE THE BUDGET ADJUSTMENT DETAILED ON THIS FORM

Whereas, the Board of County Commissioners meeting in regular session on January 28, 2014, did request the following budget adjustment:

Department / Division: Fire Department/Fire Administration Fund Name: YCC Grant Fund (244)

Budget Adjustment Type: Budget Decrease/Increase Fiscal Year: 2014 (July 1, 2013 - June 30, 2014)

BUDGETED REVENUES: (use continuation sheet, if necessary)

FUND CODE XXX	DEPARTMENT/DIVISION XXXX	ACTIVITY BASIC/SUB XXX	ELEMENT/OBJECT XXXX	REVENUE NAME	INCREASE AMOUNT	DECREASE AMOUNT
244	0874	371	19-00	State Grant/ENMRD - YCC	51,093	83,560
244	0000	360	04-01	Revenue/State Forestry		
TOTAL (if SUBTOTAL, check here)					51,093	83,560

BUDGETED EXPENDITURES: (use continuation sheet, if necessary)

FUND CODE XXX	DEPARTMENT/DIVISION XXXX	ACTIVITY BASIC/SUB XXX	ELEMENT/OBJECT XXXX	CATEGORY / LINE ITEM NAME	INCREASE AMOUNT	DECREASE AMOUNT
244	0874	422	10-24	Salary & Wages/Temporary Positions		34,458
244	0874	422	10-25	Salary & Wages/Overtime		27,239
244	0874	422	20-01	Employee Benefits/FICA Regular		341
244	0874	422	20-02	Employee Benefits/FICA Medicare		767
244	0874	422	20-07	Employee Benefits/Unemployment Insurance		3,130
244	0874	422	20-08	Employee Benefits/Workers Comp		991
244	0874	422	40-02	Maintenance/Equipment		974
TOTAL (if SUBTOTAL, check here X)						67,900

Requesting Department Approval: [Signature] Title: Chief Date: 1-14-14

Finance Department Approval: [Signature] Date: 1/14/14 Entered by: _____ Date: _____

County Manager Approval: _____ Date: _____ Updated by: _____ Date: _____

SANTA FE COUNTY

RESOLUTION 2014 - _____

BUDGET ADJUSTMENT CONTINUATION SHEET

BUDGETED REVENUES: (use continuation sheet, if necessary)

FUND CODE XXX	DEPARTMENT/DIVISION XXXX	ACTIVITY BASIC/SUB XXX	ELEMENT/OBJECT XXXX	REVENUE NAME	INCREASE AMOUNT	DECREASE AMOUNT
TOTAL (if SUBTOTAL, check here)						

BUDGETED EXPENDITURES: (use continuation sheet, if necessary)

FUND CODE XXX	DEPARTMENT/DIVISION XXXX	ACTIVITY BASIC/SUB XXX	ELEMENT/OBJECT XXXX	CATEGORY / LINE ITEM NAME	INCREASE AMOUNT	DECREASE AMOUNT
244	0874	422	60-01	Supplies/Non-Consumable Supplies		500
244	0874	422	60-02	Supplies/Safety Equipment		11,590
244	0874	422	60-07	Supplies/Operational Supplies		3,570
244	0874	422	10-25	Salary & Wages/Overtime	51,093	
TOTAL (if SUBTOTAL, check here)					51,093	83,560

SANTA FE COUNTY

RESOLUTION 2014 - _____

ATTACH ADDITIONAL SHEETS IF NECESSARY.

DEPARTMENT CONTACT: Name: Donna Morris Dept/Div: Fire Department/Administration Phone No.: 992-3082

DETAILED JUSTIFICATION FOR REQUESTING BUDGET ADJUSTMENT (If applicable, cite the following authority: State Statute, grant name and award date, other laws, regulations, etc.):

- 1) Please summarize the request and its purpose.

Requesting BCC approval for a budget decrease/increase to the 2013/2014 YCC Grant Fund (244) to reconcile the FY-2014 budget to reflect the actual FY-2013 end of year available YCC Grant balance and to budget State Forestry revenue received for fire assignments to increase the salaries and wages in the 2013/2014 YCC Grant.

a) Employee Actions

Line Item	Action (Add/Delete Position, Reclass, Overtime)	Position Type (permanent, term)	Position Title

b) Professional Services (50-xx) and Capital Category (80-xx) detail:

Line Item	Detail (what specific things, contracts, or services are being added or deleted)	Amount

- 2) Is the budget action for RECURRING expense _____ or for NON-RECURRING (one-time only) expense X

SANTA FE COUNTY

RESOLUTION 2014 - _____

ATTACH ADDITIONAL SHEETS IF NECESSARY.

DEPARTMENT CONTACT:

Name: Donna Morris Dept/Div: Fire Department/Administration Phone No.: 992-3082

DETAILED JUSTIFICATION FOR REQUESTING BUDGET ADJUSTMENT (If applicable, cite the following authority: State Statute, grant name and award date, other laws, regulations, etc.):

- 3) Does this request impact a revenue source? If so, please identify (i.e. General Fund, state funds, federal funds, etc.), and address the following:
 - a) If this is a state special appropriation, YES _____ NO X
 - b) Does this include state or federal funds? YES X NO _____
If YES, please cite and attach a copy of statute, if a special appropriation, or include grant name, number, award date and amount, and attach a copy of a award letter and proposed budget. 2013 / 2014 YCC Grant (copy attached)
 - c) Is this request is a result of Commission action? YES _____ NO X
If YES, please cite and attach a copy of supporting documentation (i.e. Minutes, Resolution, Ordinance, etc.).
 - d) Please identify other funding sources used to match this request. *N/A*

SANTA FE COUNTY

RESOLUTION 2014 - _____

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Santa Fe County that the Local Government Division of the Department of Finance and Administration is hereby requested to grant authority to adjust budgets as detailed above.

Approved, Adopted, and Passed This 28th Day of January, 2014.

Santa Fe Board of County Commissioners

Daniel W. Mayfield, Chair

ATTEST:

Geraldine Salazar, County Clerk





Memorandum

To: Santa Fe Board of County Commissioners

From: Donna Morris, Fire Department

Thru: David Sperling, Fire Chief *DS*
Pablo Sedillo, Public Safety Director
Katherine Miller, County Manager

Date: January 8, 2014 *DS 1.15.14*

Re: A Resolution Requesting a Budget Increase to the Fire Operations Fund (244) / Forest Restoration Fund / +\$43,215 to budget NM State Forestry Reimbursements. (Public Safety/Fire)

BACKGROUND:

This resolution will be budgeting NM State Forestry Reimbursement for the Thompson Ridge Fire, Tres Lagunas Fire and the Guaje Fire into the Forest Restoration Fund (244) to increase the salaries & wages for the Santa Fe County Fire Department Wildland personnel who expended salaries and overtime on these fire assignments.

SUMMARY:

Please approve this request for a budget increase in the amount of \$43,215 to the Fire Operations Fund (244) Forest Restoration Fund.

SANTA FE COUNTY

RESOLUTION 2014 - _____

A RESOLUTION REQUESTING AUTHORIZATION TO MAKE THE BUDGET ADJUSTMENT DETAILED ON THIS FORM

Whereas, the Board of County Commissioners meeting in regular session on January 28, 2014, did request the following budget adjustment:

Department / Division: Fire Department/Fire Administration Fund Name: Forest Restoration Fund (244)

Budget Adjustment Type: Budget Increase Fiscal Year: 2014 (July 1, 2013 - June 30, 2014)

BUDGETED REVENUES: (use continuation sheet, if necessary)

FUND CODE XXX	DEPARTMENT/DIVISION XXXX	ACTIVITY BASIC/SUB XXX	ELEMENT/OBJECT XXXX	REVENUE NAME	INCREASE AMOUNT	DECREASE AMOUNT
244	0000	360	04-01	Revenue/State Forestry	43,215	
TOTAL (if SUBTOTAL, check here)					43,215	

BUDGETED EXPENDITURES: (use continuation sheet, if necessary)

FUND CODE XXX	DEPARTMENT/DIVISION XXXX	ACTIVITY BASIC/SUB XXX	ELEMENT/OBJECT XXXX	CATEGORY / LINE ITEM NAME	INCREASE AMOUNT	DECREASE AMOUNT
244	0809	422	10-25	Salary & Wages/Overtime	8,195	
244	0809	422	10-26	Salary & Wages/Term Employees	35,020	
TOTAL (if SUBTOTAL, check here)					43,215	

Requesting Department Approval:  Title: Chief Date: 1.14.14

Finance Department Approval:  Date: 1/14/14 Entered by: _____ Date: _____

County Manager Approval: _____ Date: _____ Updated by: _____ Date: _____

SANTA FE COUNTY

RESOLUTION 2014 - _____

ATTACH ADDITIONAL SHEETS IF NECESSARY.

DEPARTMENT CONTACT: Name: Donna Morris Dept/Div: Fire Department/Administration Phone No.: 992-3082

DETAILED JUSTIFICATION FOR REQUESTING BUDGET ADJUSTMENT (If applicable, cite the following authority: State Statute, grant name and award date, other laws, regulations, etc.):

- 1) Please summarize the request and its purpose.

Requesting BCC approval for a budget increase to the Forest Restoration Fund (244) received from State Forestry for fire assignments to increase the salaries and wages in the Forest Restoration Fund for Wildland personnel.

a) Employee Actions

Line Item	Action (Add/Delete Position, Reclass, Overtime)	Position Type (permanent, term)	Position Title

b) Professional Services (50-xx) and Capital Category (80-xx) detail:

Line Item	Detail (what specific things, contracts, or services are being added or deleted)	Amount

- 2) Is the budget action for RECURRING expense _____ or for NON-RECURRING (one-time only) expense X_____

SANTA FE COUNTY

RESOLUTION 2014 - _____

ATTACH ADDITIONAL SHEETS IF NECESSARY.

DEPARTMENT CONTACT:

Name: Donna Morris Dept/Div: Fire Department/Administration Phone No.: 992-3082

DETAILED JUSTIFICATION FOR REQUESTING BUDGET ADJUSTMENT (If applicable, cite the following authority: State Statute, grant name and award date, other laws, regulations, etc.):

- 3) Does this request impact a revenue source? If so, please identify (i.e. General Fund, state funds, federal funds, etc.), and address the following:
 - a) If this is a state special appropriation, YES _____ NO X
 - b) Does this include state or federal funds? YES X NO _____
If YES, please cite and attach a copy of statute, if a special appropriation, or include grant name, number, award date and amount, and attach a copy of a award letter and proposed budget. State Forestry Revenue
 - c) Is this request is a result of Commission action? YES _____ NO X
If YES, please cite and attach a copy of supporting documentation (i.e. Minutes, Resolution, Ordinance, etc.).
 - d) Please identify other funding sources used to match this request. *N/A*

SANTA FE COUNTY

RESOLUTION 2014 - _____

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Santa Fe County that the Local Government Division of the Department of Finance and Administration is hereby requested to grant authority to adjust budgets as detailed above.

Approved, Adopted, and Passed This 28th Day of January, 2014.

Santa Fe Board of County Commissioners

Daniel W. Mayfield, Chair

ATTEST:

Geraldine Salazar, County Clerk



Daniel "Danny" Mayfield
Commissioner, District 1

Miguel Chavez
Commissioner, District 2

Robert A. Anaya
Commissioner, District 3



Kathy Holian
Commissioner, District 4

Liz Stefanics
Commissioner, District 5

Katherine Miller
County Manager

MEMORANDUM

DATE: January 8, 2014

TO: Board of County Commissioners

FROM: Teresa Martinez, Finance Director *Tom*

VIA: Katherine Miller, County Manager *1.15.14*

ITEM AND ISSUE: *BCC Meeting January 28, 2014*

RESOLUTION 2014 – A RESOLUTION REQUESTING AN INCREASE TO THE ROAD PROJECTS FUND (311) TO BUDGET THREE (3) GRANTS FROM THE STATE DEPARTMENT OF TRANSPORTATION FOR THE PAVEMENT/IMPROVEMENTS OF VARIOUS COUNTY ROADS IN SANTA FE COUNTY IN THE AMOUNT OF \$247,809. (FINANCE/THERESA MARTINEZ)

BACKGROUND AND SUMMARY:

The Public Works Department was awarded three (3) grants from the Department of Transportation for the rehabilitation/improvements of various county roads in Santa Fe County. The funds will be used to either fog- or chipseal the roads to extend the life of the existing roadways. The grants require a 25% match by the County which was budgeted in the FY2014 GRT Fund (313).

Grant: CAP-5-14(470)

Amount: \$107,685

- Avenida Vista Grande (D5)

Grant Match: \$35,895

Grant: SP-5-14(184)

Amount: \$61,656

- East Feather Catcher Rd (D1)
- Camino Del Rincon (D1)
- Two Trails Rd (D4)

Grant Match: \$20,552

Grant: SB-7806(103)14

Amount: \$78,468

- Arroyo Hondo Trail (D4)
- El Gancho Way (D4)
- La Joya Rd (D4)

Grant Match: \$26,156

ACTION REQUESTED:

State DOT grants be budgeted for the rehabilitation/improvements to the roads listed above in the amount of \$247,809.

SANTA FE COUNTY

RESOLUTION 2014 - _____

A RESOLUTION REQUESTING AUTHORIZATION TO MAKE THE BUDGET ADJUSTMENT DETAILED ON THIS FORM

Whereas, the Board of County Commissioners meeting in regular session on January 28, 2014, did request the following budget adjustment:

Department / Division: Public Works/Project Development Fund Name: Road Projects Fund (311)

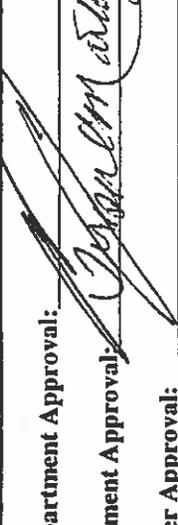
Budget Adjustment Type: Budget Increase Fiscal Year: 2014 (July 1, 2013 - June 30, 2014)

BUDGETED REVENUES: (use continuation sheet, if necessary)

FUND CODE XXX	DEPARTMENT/ DIVISION XXXX	ACTIVITY BASIC/SUB XXX	ELEMENT/ OBJECT XXXX	REVENUE NAME	INCREASE AMOUNT	DECREASE AMOUNT
311	6186	371	0200	State/NM State Highway	\$107,685	
311	6186	371	0200	State/NM State Highway	\$78,468	
311	6186	371	0200	State/NM State Highway	\$61,656	
TOTAL (if SUBTOTAL, check here)					\$247,809	

BUDGETED EXPENDITURES: (use continuation sheet, if necessary)

FUND CODE XXX	DEPARTMENT/ DIVISION XXXX	ACTIVITY BASIC/SUB XXX	ELEMENT/ OBJECT XXXX	CATEGORY / LINE ITEM NAME	INCREASE AMOUNT	DECREASE AMOUNT
311	6186	481	8010	Capital Purchases/Roadways (Bridge/Culvert)	\$107,685	
311	6186	481	8010	Capital Purchases/Roadways (Bridge/Culvert)	\$78,468	
311	6186	481	8010	Capital Purchases/Roadways (Bridge/Culvert)	\$61,656	
TOTAL (if SUBTOTAL, check here)					\$247,809	

Requesting Department Approval: _____ Title: Adam Leigliano, PE, AICP Date: JAN 13 2014
 Finance Department Approval:  Date: 1/13/14
 County Manager Approval: _____ Entered by: _____ Date: _____
 Updated by: _____ Date: _____

SANTA FE COUNTY

RESOLUTION 2014 - _____

ATTACH ADDITIONAL SHEETS IF NECESSARY.

DEPARTMENT CONTACT: Name: Agnes Leyba-Cruz Dept/Div: Public Works/Project Development Phone No.: 955-6516

DETAILED JUSTIFICATION FOR REQUESTING BUDGET ADJUSTMENT (If applicable, cite the following authority: State Statute, grant name and award date, other laws, regulations, etc.):

- 1) Please summarize the request and its purpose.

The Public Works Department received three (3) grant agreements from the New Mexico Department of Transportation for the pavement rehabilitation/improvements of various County Roads. The funds will be used to either fog seal or chip seal the roads to extend the life of the road.

- Grant: Cap-5-14(470) \$107,685
 - Avenida Vista Grande

- Grant: SB-7806(103)14 \$78,468
 - Arroyo Hondo Trail (CR58B)
 - El Gancheo Way (CR36)
 - La Joya Rd (CR 63)

- Grant: SP-5-14(184) \$61,656
 - East Feather Catcher Rd (CR89B)
 - Camino Del Rincon (CR84R)
 - Two Trails Rd (CR67C)

a) Employee Actions

Line Item	Action (Add/Delete Position, Reclass, Overtime)	Position Type (permanent, term)	Position Title

b) Professional Services (50-xx) and Capital Category (80-xx) detail:

Line Item	Detail (what specific things, contracts, or services are being added or deleted)	Amount
8010	Materials for rehabilitation of various County Roads.	\$107,685
8010	Materials for rehabilitation of various County Roads	\$78,468
8010	Materials for rehabilitation of various County Roads	\$61,656

- 2) Is the budget action for RECURRING expense _____ or for NON-RECURRING (one-time only) expense X

SANTA FE COUNTY

RESOLUTION 2014 - _____

ATTACH ADDITIONAL SHEETS IF NECESSARY.

DEPARTMENT CONTACT:

Name: Agnes Leyba-Cruz Dept/Div: Public Works/Project Development Phone No.: 955-6516

DETAILED JUSTIFICATION FOR REQUESTING BUDGET ADJUSTMENT (If applicable, cite the following authority: State Statute, grant name and award date, other laws, regulations, etc.):

- 3) Does this request impact a revenue source? If so, please identify (i.e. General Fund, state funds, federal funds, etc.), and address the following:
 - a) If this is a state special appropriation, YES X NO _____
If YES, cite statute and attach a copy.

State Special Funds – State of New Mexico Transportation Department Local Government Road Program

- b) Does this include state or federal funds? YES X NO _____
If YES, please cite and attach a copy of statute, if a special appropriation, or include grant name, number, award date and amount, and attach a copy of a award letter and proposed budget.

Grant:	CAP-5-14(470)	SB-7806(103)14	SP-5-14(184)
Grant #	HW2L500135	HW2L500129	HW2L500101
Grant Amount:	\$107,685	\$78,468	\$61,656
Grant Award Date:	July 1, 2013	July 1, 2013	July 1, 2013
Grant Match:	\$35,895	\$26,156	\$20,552

- c) Is this request is a result of Commission action? YES _____ NO X
If YES, please cite and attach a copy of supporting documentation (i.e. Minutes, Resolution, Ordinance, etc.).
- d) Please identify other funding sources used to match this request.
The grants each have a match requirement which is budgeted through the FY2014 GRT Fund (313).

SANTA FE COUNTY

RESOLUTION 2014 - _____

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Santa Fe County that the Local Government Division of the Department of Finance and Administration is hereby requested to grant authority to adjust budgets as detailed above.

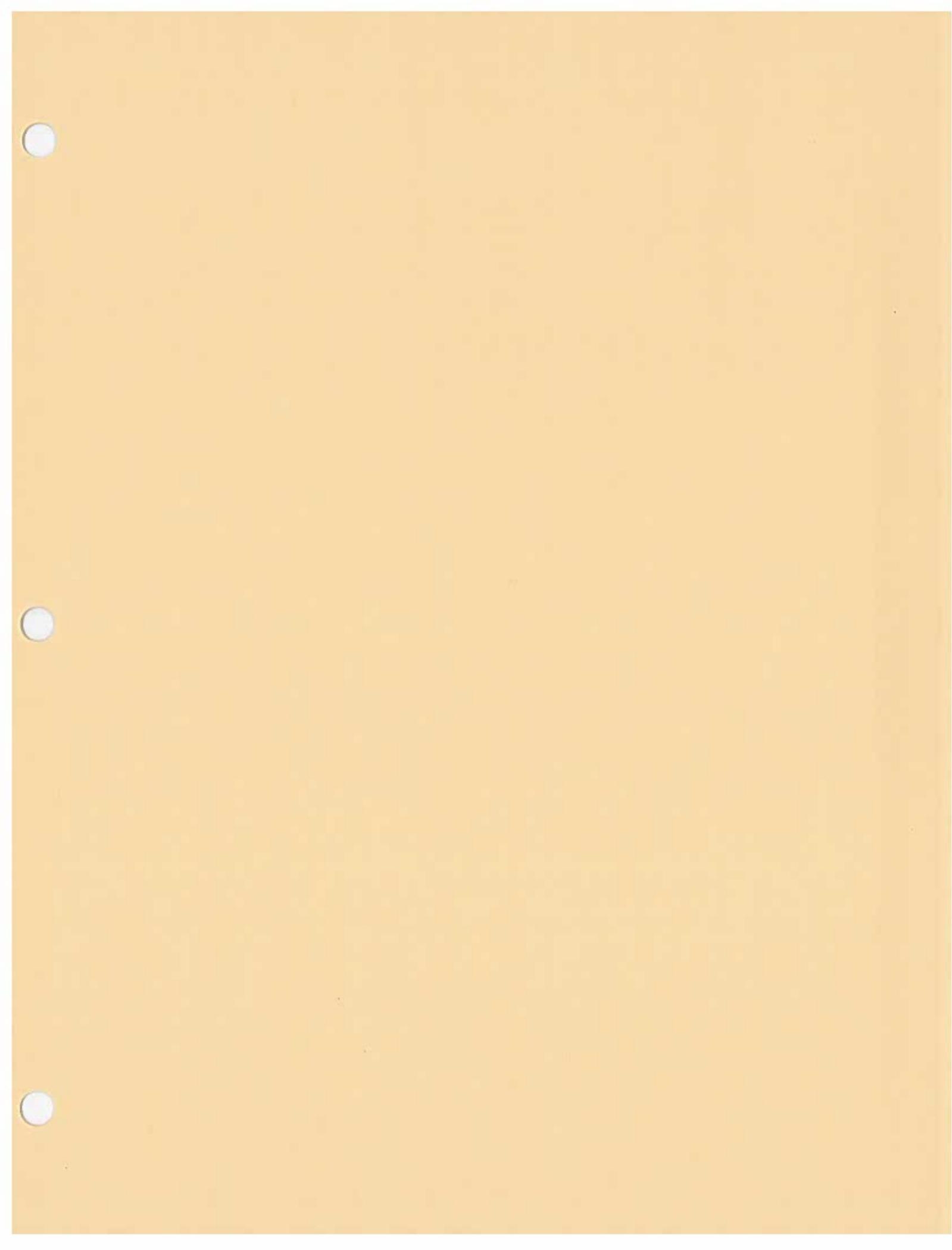
Approved, Adopted, and Passed This _____ Day of _____, 2014.

Santa Fe Board of County Commissioners

Daniel W. Mayfield, Chairperson

ATTEST:

Geraldine Salazar, County Clerk



SANTA FE COUNTY SHERIFF'S OFFICE



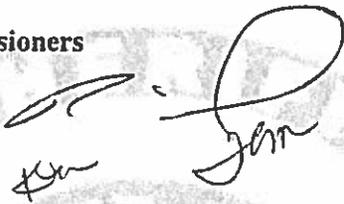
Robert A. Garcia
Sheriff
986-2455
ragarcia@santafecounty.org

Ron E. Madrid
Undersheriff
986-2455
rmadrid@santafecounty.org

35 Camino Justicia – Santa Fe, New Mexico 87508

MEMORANDUM

To: Board of County Commissioners

Fr: Undersheriff Ron Madrid 

Date: November 26, 2013 

Re: Resolution 2014 – A resolution requesting a budget increase to the Law Enforcement Operations Fund (246) to budget the Clopton Case with the Santa Fe Animal Shelter / \$19,240.00

Issue:

The Santa Fe County Sheriff's Office has paid \$59,498.92, as of November 26, 2013, to the Santa Fe Animal Shelter for the Clopton Case. Debra Clopton has reimbursed the County \$19,240.00 and we'd like to request for this money be put into our Professional Services account 50-03. We had to use the FY14 budgeted amount for Meth Lab Cleanups in order to pay the amount noted to the Animal Shelter. Plus, an Amendment to our current contract has also been finalized to pay the difference of license fees until the updated ordinance is reviewed to be either approved or denied. Until that time, we are going to pay the difference of the license fees.

Clopton Case

Fiscal Year	Amount Paid	Balance
FY13	\$33,800.00	
FY14	\$25,698.92	\$59,498.92

Background:

The Sheriff's Office opened an investigation/case regarding some animals being abused and mistreated, so the animals were removed from Clopton's residence and the animals were transferred to the Santa Fe Animal Shelter. Since this is a criminal case, the costs of boarding these animals were the Sheriff's responsibility after five (5) days per our contract with the Shelter, so the Sheriff's Office was obligated to pay the boarding fees at \$20/day for each animal per our current contract.

Action Requested:

The Santa Fe Sheriff's Office requests approval to increase the Law Enforcement Operation Fund (246) of the money that Debra Clopton has paid thus far in the amount of \$19,240.00.

SANTA FE COUNTY

RESOLUTION 2014 - _____

A RESOLUTION REQUESTING AUTHORIZATION TO MAKE THE BUDGET ADJUSTMENT DETAILED ON THIS FORM

Whereas, the Board of County Commissioners meeting in regular session on January 28, 2014 did request the following budget adjustment:

Department / Division: Sheriff's Office Fund Name: LEOF

Budget Adjustment Type: Budget Increase Fiscal Year: 2014 (July 1, 2013 - June 30, 2014)

BUDGETED REVENUES: (use continuation sheet, if necessary)

FUND CODE XXX	DEPARTMENT/ DIVISION XXXX	ACTIVITY BASIC/SUB XXX	ELEMENT/ OBJECT XXXX	REVENUE NAME	INCREASE AMOUNT	DECREASE AMOUNT
246	1201	350	0400	Misc. Revenue: Clopton, Debra	\$19,240.00	
TOTAL (if SUBTOTAL, check here)					\$19,240.00	

BUDGETED EXPENDITURES: (use continuation sheet, if necessary)

FUND CODE XXX	DEPARTMENT/ DIVISION XXXX	ACTIVITY BASIC/SUB XXX	ELEMENT/ OBJECT XXXX	CATEGORY / LINE ITEM NAME	INCREASE AMOUNT	DECREASE AMOUNT
246	1201	424	5003	Contractual / Professional	\$19,240.00	
TOTAL (if SUBTOTAL, check here)					\$19,240.00	

Requesting Department Approval: _____ Title: Debra Clopton Date: 1-26-13

Finance Department Approval: Sharon Arling Date: 1/26/14 Entered by: _____ Date: _____

County Manager Approval: _____ Date: _____ Updated by: _____ Date: _____

SANTA FE COUNTY

RESOLUTION 2014 - _____

ATTACH ADDITIONAL SHEETS IF NECESSARY.

DEPARTMENT CONTACT: Name: Undersheriff Ron Madrid Dept/Div: Sheriff's Office Phone No.: (505) 986-2457

DETAILED JUSTIFICATION FOR REQUESTING BUDGET ADJUSTMENT (If applicable, cite the following authority: State Statute, grant name and award date, other laws, regulations, etc.):

- 1) Please summarize the request and its purpose.
 The Sheriff's Office would like to request an increase to the LEOF budget by \$19,240.00. The Debra Clopton case (Case# D-101-CV-2013-00988) was an unexpected case and the costs have impacted our budget. As of 10/16/13, Debra Clopton has reimbursed the County \$19,240.00, and as of 11/26/13, the Sheriff's Office has paid \$59,498.92 to the Animal Shelter for the animals removed from Clopton's residence. The \$59,498.92 is the final amount to the Shelter, but we also need to start paying the difference of the license fees until the ordinance (increase license fees) is either approved or denied. There are also two software licenses that are coming up to expire, and we will need to renew as well. To cover the Clopton Case costs, we used the funds that were budgeted for any Meth Lab cleanups. We budgeted \$27,000.00 to cover this expenditure if one were to occur we wouldn't have enough funds to cover a Meth Lab Cleanup. So even with the increase of the \$19,240.00 and the estimated \$15,000.00 (license fees) there may be a chance that we won't have enough funds to cover us through the remaining of the fiscal year.

a) Employee Actions

Line Item	Action (Add/Delete Position, Reclass, Overtime)	Position Type (permanent, term)	Position Title

b) Professional Services (50-xx) and Capital Category (80-xx) detail:

Line Item	Detail (what specific things, contracts, or services are being added or deleted)	Amount
50-03	Santa Fe Animal Shelter - Additional funds added to contract / Meth Lab Cleanups	\$19,240.00

- 2) Is the budget action for RECURRING expense or for NON-RECURRING (one-time only) expense _____

SANTA FE COUNTY
RESOLUTION 2014 - _____

DEPARTMENT CONTACT:

Name: Undersheriff Ron Madrid Dept/Div: Sheriff's Office Phone No.: (505) 986-2457

DETAILED JUSTIFICATION FOR REQUESTING BUDGET ADJUSTMENT (If applicable, cite the following authority: State Statute, grant name and award date, other laws, regulations, etc.):

- 3) Does this request impact a revenue source? If so, please identify (i.e. General Fund, state funds, federal funds, etc.), and address the following:
 - a) If this is a state special appropriation, YES X NO _____
If YES, cite statute and attach a copy.
General Fund: 246-1201-350-0400
Debra Clopton reimbursed the County for the case that is open with the County for animals removed from her home. Sheriff's revenue account #246-1201-350.0400 - case# D-101-CV-2013-00988
 - b) Does this include state or federal funds? YES _____ NO X
If YES, please cite and attach a copy of statute, if a special appropriation, or include grant name, number, award date and amount, and attach a copy of a award letter and proposed budget.
 - c) Is this request is a result of Commission action? YES _____ NO X
If YES, please cite and attach a copy of supporting documentation (i.e. Minutes, Resolution, Ordinance, etc.).
 - d) Please identify other funding sources used to match this request.

SANTA FE COUNTY
RESOLUTION 2014 - _____

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Santa Fe County that the Local Government Division of the Department of Finance and Administration is hereby requested to grant authority to adjust budgets as detailed above.

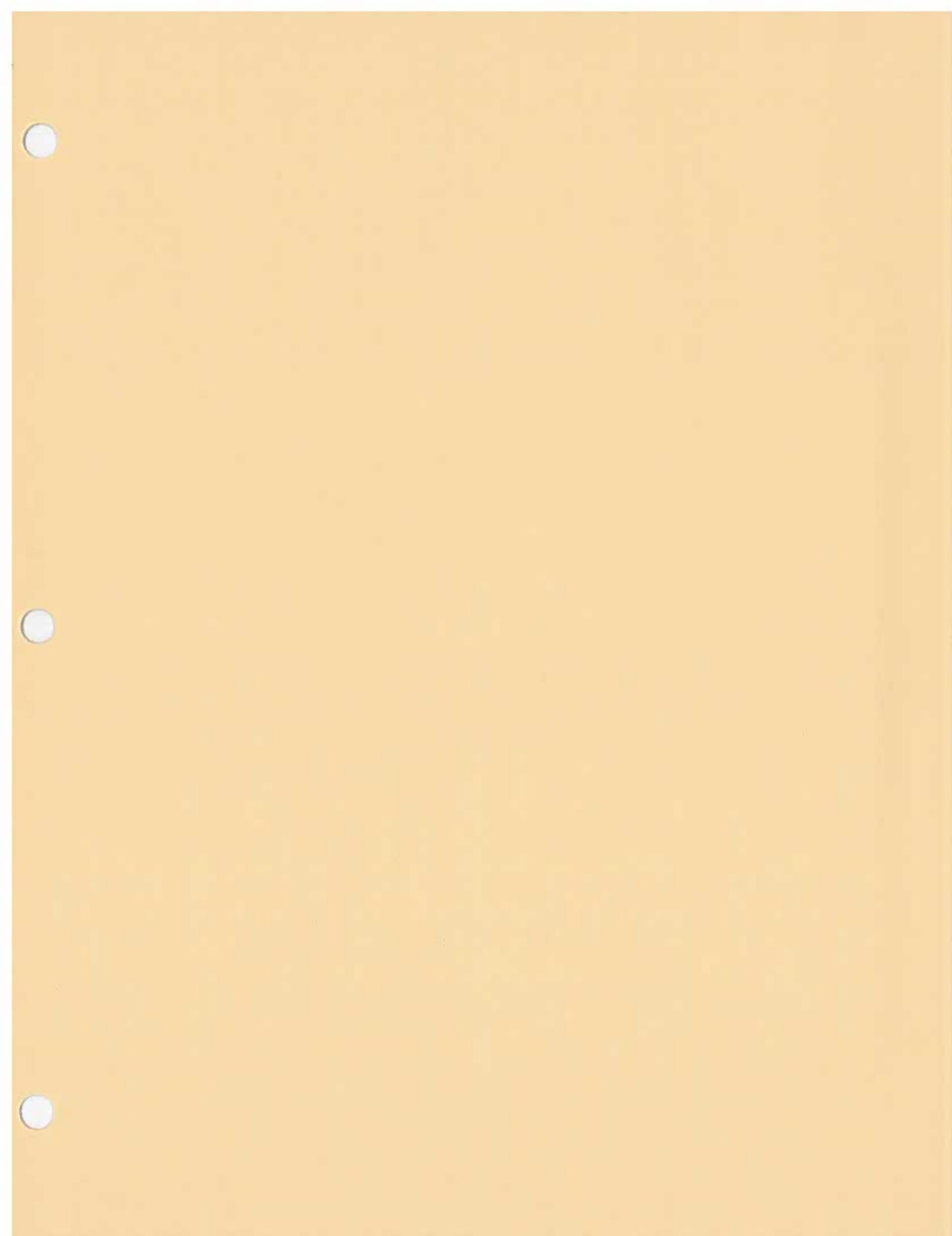
Approved, Adopted, and Passed This 28th Day of January, 2014.

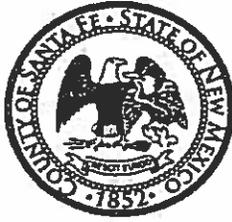
Santa Fe Board of County Commissioners

Daniel W. Mayfield, Chairperson

ATTEST:

Geraldine Salazar, County Clerk





Memorandum

To: Santa Fe Board of County Commissioners

From: Donna Morris, Fire Department

Thru: David Sperling, Fire Chief *MS*
Pablo Sedillo, Public Safety Director *PS*
Katherine Miller, County Manager

Date: January 8, 2014

Re: A resolution requesting a budget increase to the 2013 Homeland Security Grant Fund (244) in the amount of \$175,000. (Public Safety/Fire)

BACKGROUND:

The Santa Fe County Fire Department is requesting BCC approval to budget a new 2013 Homeland Security Grant award in the amount of \$175,000. The scope of work for this grant is to purchase a USAR (Urban Search and Rescue) Strut System to be utilized in the situation where the Santa Fe County Fire Department would need to respond to a collapsed structure incident, USAR (Urban Search and Rescue) PPE (Personal Protective Equipment) and training for the Santa Fe County Technical Rescue Team to attend a Collapse Rescue Operations course that will provide the Santa Fe County Technical Rescue Team with the skills and abilities to respond to collapsed structure incidents. This course would meet the NFPA 1670 requirements. The Emergency Management division of the Santa Fe County Fire Department is prepared to expend this grant award within the definition of the scope of work by the grant termination date of November 30, 2014.

SUMMARY:

Please approve this request for a budget increase to the 2013 Homeland Security Grant Fund (244) in the amount of \$175,000.

SANTA FE COUNTY

RESOLUTION 2014 - _____

A RESOLUTION REQUESTING AUTHORIZATION TO MAKE THE BUDGET ADJUSTMENT DETAILED ON THIS FORM

Whereas, the Board of County Commissioners meeting in regular session on January 28, 2014, did request the following budget adjustment:

Department / Division: Fire Department/Fire Administration Fund Name: 2013 Homeland Security Fund (244)

Budget Adjustment Type: Budget Increase Fiscal Year: 2014 (July 1, 2013 - June 30, 2014)

BUDGETED REVENUES: (use continuation sheet, if necessary)

FUND CODE XXX	DEPARTMENT/DIVISION XXXX	ACTIVITY BASIC/SUB XXX	ELEMENT/OBJECT XXXX	REVENUE NAME	INCREASE AMOUNT	DECREASE AMOUNT
244	0877	372	00-00	Federal Grant/Homeland Security	175,000	
					175,000	

BUDGETED EXPENDITURES: (use continuation sheet, if necessary)

FUND CODE XXX	DEPARTMENT/DIVISION XXXX	ACTIVITY BASIC/SUB XXX	ELEMENT/OBJECT XXXX	CATEGORY / LINE ITEM NAME	INCREASE AMOUNT	DECREASE AMOUNT
244	0877	422	30-02	Travel/OS Mileage & Fares	7,000	
244	0877	422	30-04	Travel/OS Meals & Lodging	21,000	
244	0877	422	60-02	Supplies/Safety Supplies	10,000	
244	0877	422	60-07	Supplies/Operational Supplies	10,000	
244	0877	422	70-33	Other Operating Costs/Seminars & Workshops	47,000	
244	0877	422	80-03	Capital Purchases/Equipment & Machinery	80,000	
					175,000	

Requesting Department Approval: *[Signature]* Title: Chief Date: 1-28-14

Finance Department Approval: *[Signature]* Date: 1/28/14 Entered by: _____ Date: _____

County Manager Approval: _____ Date: _____ Updated by: _____ Date: _____

SANTA FE COUNTY

RESOLUTION 2014 - _____

ATTACH ADDITIONAL SHEETS IF NECESSARY.

DEPARTMENT CONTACT: Name: Donna Morris Dept/Div: Fire Department/Administration Phone No.: 992-3082

DETAILED JUSTIFICATION FOR REQUESTING BUDGET ADJUSTMENT (if applicable, cite the following authority: State Statute, grant name and award date, other laws, regulations, etc.):

- 1) Please summarize the request and its purpose.

Requesting BCC approval for a budget increase to the 2013 Homeland Security Grant Fund (244) to be utilized in accordance of the grant scope of work on USAR Shore Equipment, USAR Personal Protective Equipment, out of state travel expenses and registration fees for training on structural collapse and swift water rescue.

a) Employee Actions

Line Item	Action (Add/Delete Position, Reclass, Overtime)	Position Type (permanent, term)	Position Title

b) Professional Services (50-xx) and Capital Category (80-xx) detail:

Line Item	Detail (what specific things, contracts, or services are being added or deleted)	Amount
80-03	USAR Shore Equipment	80,000

- 2) Is the budget action for RECURRING expense _____ or for NON-RECURRING (one-time only) expense X

SANTA FE COUNTY
RESOLUTION 2014 - _____

ATTACH ADDITIONAL SHEETS IF NECESSARY.

DEPARTMENT CONTACT:

Name: Donna Morris Dept/Div: Fire Department/Administration Phone No.: 992-3082

DETAILED JUSTIFICATION FOR REQUESTING BUDGET ADJUSTMENT (If applicable, cite the following authority: State Statute, grant name and award date, other laws, regulations, etc.):

- 3) Does this request impact a revenue source? If so, please identify (i.e. General Fund, state funds, federal funds, etc.), and address the following:
 - a) If this is a state special appropriation, YES _____ NO X
 - b) Does this include state or federal funds? YES X NO _____
If YES, please cite and attach a copy of statute, if a special appropriation, or include grant name, number, award date and amount, and attach a copy of a award letter and proposed budget. **2013 State Homeland Security Grant EMW-2013-SS-00152-S01 (copy attached)**
 - c) Is this request is a result of Commission action? YES _____ NO X
If YES, please cite and attach a copy of supporting documentation (i.e. Minutes, Resolution, Ordinance, etc.).
 - d) Please identify other funding sources used to match this request. *N/A*

SANTA FE COUNTY

RESOLUTION 2014 - _____

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Santa Fe County that the Local Government Division of the Department of Finance and Administration is hereby requested to grant authority to adjust budgets as detailed above.

Approved, Adopted, and Passed This 28th Day of January, 2014.

Santa Fe Board of County Commissioners

Daniel W. Mayfield, Chair

ATTEST:

Geraldine Salazar, County Clerk

ORIGINAL



NEW MEXICO DEPARTMENT OF HOMELAND SECURITY & EMERGENCY MANAGEMENT

Sub-Grant Agreement

2013 State Homeland Security Grant Program

2013 Federal Grant No. EMW-2013-SS-00152-S01 CFDA No. 97.067

Table with 4 columns: 1. Sub-Grant No. (EMW-2013-SS-00152-S01-Santa Fe County), 2. Recipient (Santa Fe County), 3. FIDUCIARY (Santa Fe County), 4. DPAVENDOR NUMBER/DUNS NUMBER (54297/053297131), 5. Recipient Address (Santa Fe County, PO Box 276, Santa Fe, NM 87504), 6. Issuing Office and Address (New Mexico Department of Homeland Security & Emergency Management, P. O. Box 27111, Santa Fe, NM 87502), 7. Effective Date of This Action (November 13, 2013), 8. DHSEM Grant Specialist: (John Stephens), Phone: 505-476-0616, Fax: 505-476-9695, Email: johnp.stephens@state.nm.us, 9. Termination Date (November 30, 2014)

10. Funding: Total Awarded Amount: \$175,000.00

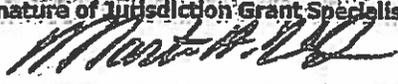
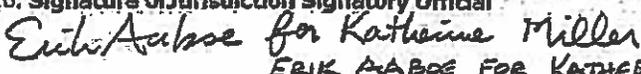
11. Grant Requirements, Assurances and Agreements: (see attached Grant Requirements, Assurances and Agreements) The acceptance of a grant from the United States creates a legal duty on the part of the grantee to use the funds or property made available in accordance with the conditions of the grant through the State.

12. Special Conditions: Grant funds cannot be expended until these conditions have been met.

- a. Project Budget Details are funding allocations, and are not to be construed as expenditure authorizations or approvals. Grant program guidelines and Federal, State, and local contracting and procurement compliance requirements apply. Items procured with SHSGP grant funds will be considered a state resource in times of need.
b. Quarterly financial and progress reports are due on 1/30, 4/30, 7/30, and 10/30.
c. DHSEM Programmatic and Grant pre-approvals are required for all equipment, training, planning, and exercise obligations regardless of any application review. And all equipment must be purchased and deployed in accordance with the jurisdictions 2013 SHSGP application.
d. Request for reimbursement will not be processed if quarterly financial and programmatic reports are delinquent.
e. Generators purchased must be mobile unless they are part of an approved tower project.
f. Communication Equipment: If a revision of scope of work is requested it must be approved by SICWG, DHSEM grant staff as well as program staff before the jurisdiction can proceed. No increase to communications awards will be considered without full approval of the SICWG.
g. Procurement from Minority Owned and Women Owned Business is encouraged, and must be tracked and reported to DHSEM on the quarterly reports.
h. Emergency Operations Plans must satisfactorily address the plan requirements outlined in the DHSEM Local Emergency Operations Plan Review crosswalk before payment.
i. NEPA/EHP Compliance: The recipient must provide information to DHSEM to assist with the legally required environmental planning and historic preservation (EHP) review and to ensure compliance with the applicable EHP laws and Executive Orders (EO). These EHP requirements include but are not limited to National Environmental Policy Act, National Historic Preservation Act, Endangered Species Act, E 11988 Floodplain Management, EO 11990 Protection of Wetlands, and EO 12898 Environmental Justice. The recipient must comply with all Federal, State and Local EHP requirements and obtain applicable permits and clearances during the performance period.
j. All SHSGP sub-grantees must be NIMS compliant and must undergo a yearly NIMSCAST site visit and complete their jurisdictions NIMSCAST assessment on or before September 30.
k. Resource typing database must be updated quarterly in E-Team.
l. Budget or Program changes must be approved by Program and Grant Staff.
m. Annual external audit reports must be submitted to DHSEM within 30 days of receipt by sub-recipients.
n. Contracts must be pre-approved by DHSEM prior to obtaining vendor and sub-recipient signatures.
o. The accounting system and financial capability questionnaire must be completed by the sub-recipient and DHSEM grant staff within 60 days of the sub-grant dissemination and prior to funds being released.
p. Each jurisdiction is required to conduct one operations-based exercise to test the field capabilities of equipment purchased with past or current federal preparedness grant within the performance period. The operations-based exercise must be a Homeland Security Exercise and Evaluation Program (HSEEP) compliant exercise. The exercise must be entered into the Lessons Learned Information Sharing (LLIS) in the Homeland Security Exercise and Evaluation Program (HSEEP) ToolKit. Additionally, documents must be entered into LLIS to include the After-Action Report/Improvement Plan (AAR/IP) within 60 days following the end of the exercise. https://www.llis.dhs.gov/
p. All awarded projects must be planned for and budgeted within the designated performance period. Extensions will only be considered for documented extenuating circumstances. Remaining balances will be reviewed and may be re-allocated to other jurisdictions.

received 1/21/14

ORIGINAL

13. Recipient is required to sign and return the original of this document, as well as the signed and accepted grant requirements, assurances and agreements to the Issuing Address in block 6, within 30 days from the date in block 17.	
14. Signature of Jurisdiction Grant Specialist/Program Manager 	Date: 11-26-13 Phone: 505-992-3072 Fax: 505-992-3078 Email: mavigil@santafecounty.org
Printed Name: MARTIN A. VIGIL	
15. Signature of Jurisdiction Chief Financial Officer 	Date: 11/11/13 Phone: 505-995-2780 Fax: 505-986-6297 Email: tmartinez@co.santa-fe.nm.us
Printed Name: TERESA C. MARTINEZ	Approved as to form Santa Fe County Attorney By:  Date: 12/11/13
16. Signature of Jurisdiction Signatory Official  ERIK AABOE FOR KATHERINE MILLER	Date: 12/17/13 Phone: 505-986-6200 Fax: 505-995-2740 Email: KMILLER@CO.SANTA-FE.NM.US
Printed Name and Title: MILLER, COUNTY MANAGER	
17. DHSEM Signatory Official (Name and Title) 	Date: 12/30/13

Grant Terms and Conditions (continued from Section 10 of Award)

The SANTA FE COUNTY has been awarded \$175,000.00 shall be used to support activities essential to the ability of states, territories, and urban areas to prepare for, prevent, and respond to terrorist attacks and other all-hazards events. The scope of work is as follows:

Project 1: 175,000.00 S&R Type III: USAR Rescue Strut System and USAR PPE/Training

The performance period of this grant award is November 13, 2013 through November 30, 2014. SANTA FE COUNTY cannot sub-grant all or any part of this award to any other entity or organization. All awards require confirmation within the first reporting quarter that expenditures in the budget category toward projects will be made, or DHSEM will execute de-obligation of the funds.

(A) Changes to Award: All change requests must be submitted in writing, or electronically to the DHSEM grant specialist, accompanied by a justification narrative and budget/spending plan, for review and approval. Changes must be consistent with the scope of the project and grant guidelines. Requests for changes will be considered only if the reporting requirements are current, and if terms and conditions have been met at the time the request. Changes in the programmatic activities, or purpose of the project, changes in key persons specified on the grant award, contractual services for activities central to the purposes of the award, requests for additional funding, change in project site, or release of special conditions will result in an amendment to this award.

(B) NEPA/EHP Compliance: The recipient must provide information to NMDHSEM to assist with the legally-required environmental planning and historic preservation (EHP) review and to ensure compliance with the applicable EHP laws and Executive Orders (EO). These EHP requirements include but are not limited to National Environmental Policy Act, National Historic Preservation Act, Endangered Species Act, E 11988 Floodplain Management, EO 11990 Protection of Wetlands, and EO 12898 Environmental Justice. The recipient must comply with all Federal, State and Local EHP requirements and obtain applicable permits and clearances.

Recipients shall not undertake any activity from the project that would result in ground disturbance, facility modification, or relates to the use of sonar equipment without the prior approval of FEMA. These include but are not limited to communications towers, physical security enhancements involving ground disturbance, new construction, and modifications to buildings that are 50 years old or older. Recipient must comply with all mitigation or treatment measures required for the project as the result of FEMA's EHP review. Any change to an approved project description will require re-evaluation for compliance with EHP requirements before the project can proceed. If ground disturbing activities occur during project implementation, the recipient must ensure monitoring of ground disturbance and if any potential archeological resources are discovered, the recipient will immediately cease construction in that area and notify FEMA and the appropriate State Historic Preservation Office. Initiation of these activities prior to completion of FEMA's EHP review will result in a non-compliance finding and may not be eligible for grant funding.

(C) Reporting Requirements: SANTA FE COUNTY shall submit timely quarterly *Financial Progress Reports* to the Grant Specialist at DHSEM. For grant awards, the sub-recipient is required to submit a quarterly Performance Report to the Program Specialist within the Preparedness Bureau. Instructions and blank forms are attached and are located electronically at www.nmdhsem.org, and may be reproduced. Jurisdictions must check the web site quarterly for most current forms. Use of outdated forms will not be accepted. Quarterly reports are due: January 30, April 30, July 30, and October 30 for each calendar year the grant is open. The final report is due the following quarter after all funds have been reimbursed to the jurisdiction. *Financial Progress Reports* shall describe the status of the funds, show encumbrances, and receipts of program income, cash or in-kind contributions to the project, whether or not a local match is required. The *Final Narrative Report* is a summary report, evaluating project activities and measuring performance against project goals and objectives for the entire performance period, and is required *in addition* to the last quarterly report.

(D) Additional Reporting Requirements: The applicant must immediately report in writing to the DHSEM Grant Specialist any alleged acts or allegations of fraud or misappropriation of funds for work authorized under this Sub-Grant Agreement. This extends to reporting any legal action, lawsuit, bankruptcy, or other action that may jeopardize the successful completion of any authorized project.

ORIGINAL

(E) **Reimbursements:** Submission of a request for reimbursement must be accompanied by a financial report form. Reimbursement shall be based upon authorized and allowable expenditures consistent with project narrative and grant guidelines, and submission of timely *Financial Progress Reports*. Payments may be withheld pending correction of deficiencies. Reimbursement of expenditures may be requested at any time within the performance period. Expenditures must be supported with source documentation (e.g. copies of invoices, receipts, timesheets with name/wage/hours, cost allocation, warrants, etc.). Grant staff will not process reimbursement, until performance/fiscal quarterly reports are submitted.

- **Personnel Costs:** FOR EMPG GRANTS ONLY - Payroll reports signed and certified by the chief financial officer that capture the employee name, position, coded allocation to the project, amount paid, are acceptable. Staff may not self-certify their own time and wages. SANTA FE COUNTY shall retain all supporting payroll records, including time and attendance records signed by the employee and supervisor and copies of warrants as per the record keeping requirements.
- **Contracts:** All sole-source procurements, single vendor response to a competitive bid, and contracts over \$100,000 require DHSEM pre-approval prior to implementation. Requests for reimbursement for contractual services must be accompanied by the relevant contract.
- **Local Match:** Local matching funds must clearly support the source, the amount, and the timing of all matching contributions.
- **Equipment:** Allowable equipment categories are listed on the web-based Authorized Equipment List (AEL) on the Responder Knowledge Base (RKB) at www.rkb.mibt.org. Documentation required per instructions attached to DHSEM quarterly reports.
- **Travel:** All reimbursable travel must be pre-approved by DHSEM 30 days prior to travel date.
- **Per Diem:** Reimbursements for local jurisdictions cannot exceed the rates of the New Mexico Mileage and Per Diem Act.
- **Training:** Requires DHSEM pre-approval 30 days prior to registering or participating in training opportunities.
- **Exercise:** Requires submission of an After-Action Report/Improvement Plan within 30 days after conduct of the exercise.
- **Food and Beverages:** Per National Preparedness Directorate (NPD) allowances, food and/or beverage expenses provided by recipients are allowable costs if:
 - (1) The food and/or beverages are provided to participants at training sessions, meetings, or conferences that are allowable activities under the NPD program guidelines; and
 - (2) Expenses incurred for food and/or beverages, and provided at training sessions, meetings, or conferences, satisfy the following tests:
 - (a) The cost of the food and/or beverages provided is considered to be reasonable;
 - (b) The food and/or beverages provided are subject of a work-related event and work continues after meals are served;
 - (c) Participation by all participants is mandatory; and
 - (d) The food and/or beverages provided are not related directly to amusement and/or social event. (Any event where alcohol is being served is considered a social event; therefore, costs associated with the event are not allowed).

(F) **Non-reimbursable Expenses:**

- Transfer of funds between any programs (SHSP, LETPP, CCP, MMRS)
- Contracts, single vendor response to a competitive bid, and procurements > \$100,000 not pre-approved by DHSEM
- Sole source contracts and procurements not pre-approved by DHSEM
- Training and related travel costs not pre-approved by DHSEM
- Construction and renovation
- Indirect costs (p. 5, Financial Progress Report)
- Supplanting (using federal funds to purchase items previously budgeted for with state or local funds)
- Maintenance and/or wear and tear costs of general use vehicles and emergency response apparatus.
- Equipment purchased for an exercise cannot be used for permanent installation and/or beyond the scope of an exercise.
- Hiring of sworn public safety officers to fill traditional public safety duties or to supplant traditional public safety positions and responsibilities
- Weapons and ammunition
- Entertainment and sporting events
- Personal items such as laundry, personal hygiene items, magazines, in-room movies, personal travel, personal phone calls
- Travel insurance, visa, and passport charges
- Lodging costs in excess of Federal or State per diem, as appropriate
- Lunch when travel is wholly within a single day
- Stand-alone working meals
- Bar charges, alcoholic beverages
- Finance, late fees, or interest charges
- Lobbying, political contributions, legislative liaison activities
- Organized fund-raising, including salaries of persons while engaged in these activities
- Land acquisition
- Expenditures not supported with appropriate documentation when submitted for reimbursement. Only properly documented expenditures will be processed for payment. Unsupported expenditures will be returned to the jurisdiction for resubmission.

(G) **Property and Equipment Management:** The sub-recipient shall maintain an effective property management system; safeguards to prevent loss, damage or theft; maintenance procedures to keep equipment in good condition; and disposition procedures. A *Property Inventory Report and a Grant Funded Typed Resource Report* shall be submitted to DHSEM bi-annually each **June 30** and **December 30** with the *Financial Progress Report* during the performance period, and continued submission is required bi-annually until final disposition of the equipment. The sub-recipient shall, when practical, prominently display the following on any equipment purchased with award funds: *Purchased with funds provided by the U.S. Department of Homeland Security*. No equipment purchased with these grant funds may be assigned to other entities or organizations without the expressed approval in writing from DHSEM, prior to the jurisdiction's encumbrance or expenditure for that equipment.

(H) **Procurement:** Procurement shall comply with local procurement policies and procedures, and conform to applicable State and Federal law and the standards identified in the Procurement Standards Sections of *28 CFR Parts 66 and 70, and 2 CFR Part 215 "Uniform Administrative Requirements for Grants and Cooperative Agreements with State and Local Governments."* Contractors that develop or draft specifications, requirements, Statements of Work, and/or Requests for Proposals (RFP) for a proposed procurement shall be excluded from bidding or submitting a proposal to compete for the award of such procurement. Local bidder's preference is not allowed for federally funded procurements. Procurement transactions shall be conducted to provide maximum open and free competition. **Each sole-source procurement, single vendor response to a competitive bid, and all purchases require prior approval of DHSEM.** DHSEM has provided a summary of documentation required for levels of procurement and attached it to the instructions on the quarterly *Financial Progress Reports*.

(I) Contracts: Any contract entered into during this grant period shall comply with local, State and Federal government contracting regulations. Contracts for professional and consultant services must include local, State and Federal government required contract language, a project budget, and require pre-approval by DHSEM prior to implementation. Contract deliverables must meet the intent of the grant application and grant requirements. Justification is required for compensation for individual consultant services, which must be reasonable and consistent with the amount paid for similar services in the market place. Detailed invoices, and time and effort reports are required for consultants. A summary of documentation required for levels of contracting is attached to the instructions on the quarterly *Financial Progress Reports*.

(J) Publications: Publications created with funding under this grant shall prominently contain the following statement: *This Document was prepared under a sub-grant from the U.S. Department of Homeland Security, and the New Mexico Department of Homeland Security and Emergency Management. Points of view or opinions expressed in this document are those of the authors and do not necessarily represent the official position or policies of the U.S. Department of Homeland Security or the State of New Mexico.*

(K) Audit Requirements: As the Federal grant recipient, the State of New Mexico requires a sub-recipient expending \$500,000 or more in Federal funds in the organization's fiscal year to conduct an organization-wide audit in accordance with *OMB Circular A-133*. SANTA FE COUNTY will permit the State of New Mexico Grant and Program officials and auditors to have access to the sub-recipient's and third-party contractors' records and financial statements as necessary for the State of New Mexico to comply with *OMB Circular A-133*. Copies of audit findings must be submitted to DHSEM within 30 days after SANTA FE COUNTY receives its audit report, or within a 9-month period of the grant closeout date, whichever is earlier, in accordance with *2 AAC 45.010*. Include the Federal agency name, program, grant number, and year; the CFDA title and number; and the name of the pass-through agency.

(L) Recordkeeping Requirements: Grant financial and administrative records shall be maintained for a period of three (3) years following the date of the closure of the grant award, or audit if required. Time and effort, personnel and payroll records for all individuals reimbursed under the award must be maintained. Property and equipment records shall be maintained for a period of three (3) years following the final disposition, replacement or transfer of the property and equipment.

(M) Performance Measures: Quarterly *Progress Reports* shall demonstrate performance and progress relative to: Acceptable performance on applicable critical tasks in Exercises using approved scenarios

1. Progress in achieving project timelines and milestones
2. Percent measurable progress toward completion of project
3. How funds have been expended during reporting period, and explains expenditures related to the project

(N) Sub-recipient Monitoring Policy: Periodic monitoring is required to ensure that program goals, objectives, timelines, budgets and other related program criteria are being met. DHSEM reserves the right to periodically monitor, review and conduct analysis of the financial, programmatic and administrative policies and procedures such as, accounting for receipts and expenditures, cash management, maintaining adequate financial records, means of allocating and tracking costs, contracting and procurement policies and records, payroll records and means of allocating staff costs, property/equipment management system(s), progress of project activities, etc. This may include desk and field audits. Technical assistance is available from DHSEM staff.

(O) Penalty for Non-Compliance: For the reasons listed below, special conditions may be imposed, reimbursements may be partially or wholly withheld, the award may be wholly or partly suspended or terminated, or future awards, reimbursements and award modifications may be withheld. DHSEM may institute the following, but is not limited to, withholding authority to proceed to the next phase of a project, requiring additional or more detailed financial reports, additional project monitoring, and/or establish additional prior approvals. DHSEM shall notify the sub-recipient of its decision in writing stating the nature and the reason for imposing the conditions/restrictions, the corrective action required and timeline to remove them, and the method of requesting reconsideration of the imposed conditions/restrictions. The sub-recipient must respond within 5 days of receipt of notification.

- a. Unwillingness or inability to attain project goals
- b. Unwillingness or inability to adhere to Special Conditions listed in Block 12
- c. Failure or inability to adhere to grant guidelines and federal compliance requirements
- d. Improper procedures regarding contracts and procurements
- e. Inability to submit reliable and/or timely reports
- f. Management systems which do not meet federal required management standards

(P) Termination for Cause: If performance is not occurring as agreed, the award may be reduced or terminated without compensation for reduction or termination costs. DHSEM will provide 5 days notice to the sub-recipient stating the reasons for the action, steps taken to correct the problems, and the commencement date of the reduction or termination. DHSEM will reimburse the sub-recipient only for acceptable work or deliverables, necessary and allowable costs incurred through the date of reduction or termination. Final payment may be withheld at the discretion of DHSEM until completion of a final DHSEM review. Any equipment purchased under a terminated grant may revert to DHSEM at the option of DHSEM.

(Q) Termination for Convenience: Any project may be terminated upon convenience, in whole or in part, for the convenience of the Government. The U.S. Department of Homeland Security (USDHS) and the DHSEM, by written notice, may terminate this grant, in whole or in part, when it is in the Government's interest. Allowable costs obligated and/or incurred through the date of termination shall be reimbursed. Any equipment purchased under a terminated grant may revert to DHSEM at the option of DHSEM.

(R) Project Implementation: Due to the competitiveness of the Homeland Security grant program, approved projects shall be ready-to-go. Project implementation shall begin within the first reporting quarter.

- a. If a project cannot be operational within the first reporting quarter of the approved award date, the sub-grantee must submit a written statement signed by the signatory officials to DHSEM, justifying the implementation delay, expected starting date, and a formal request to extend the project start date past the first reporting quarter. At the discretion of DHSEM, the grant award is subject to cancellation and funds may be de-obligated and reallocated to other projects.

ORIGINAL

(A) The performance period for this grant award is *November 13, 2013 through November 30, 2014*. Monies may not be obligated outside of this time period. An obligation occurs when funds are encumbered, as with a purchase order and/or commitment of salaries and benefits. All obligated and encumbered funds must be liquidated within 45 days of the end of the performance period when the *Final Progress Reports* are due.

(B) The sub-recipient shall comply with the requirements and restrictions of the FY2013 State Homeland Security Grant Guidance, State Guidelines, and the State Homeland Security Strategy. By signing this obligating award document, the sub-recipient certifies it has read, understood and accepted these documents as binding.

(C) The signature of the signatory officials on this award certifies that all financial expenditures, including all supporting documentation submitted for reimbursement, have been incurred by the jurisdiction, and are eligible and allowable expenditures consistent with the grant guidelines for this project. The sub-recipient shall follow the financial management requirements imposed on them by DHSEM, which includes the requirements of U.S. Department of Homeland Security.

(D) The signature of the signatory officials on this award attests to SANTA FE COUNTY understanding, acceptance, and compliance with Lobbying; Debarment, Suspension and other responsibility matters; Drug-free Workplace; Conflict of Interest, and Non-Supplanting certifications. Federal funds will not be used to supplant State or local funds. Federal funds must be used to supplement existing funds to augment program activities, and not replace those funds which have been appropriated in the budget for the same purpose.

Potential supplanting may be the subject of application and pre-award, post-award monitoring, and audit.

(E) The SANTA FE COUNTY shall ensure the accounting system used allows for separation of fund sources. These grant funds cannot be commingled with funds from other federal, state or local agencies, and each award is accounted for separately.

(F) The SANTA FE COUNTY shall comply with Federal Civil Rights Laws and Regulations: *Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, Age Discrimination Act of 1975, Americans with Disabilities Act of 1991.* SANTA FE COUNTY will take reasonable steps to ensure Limited English Proficient (LEP) persons have meaningful access to its programs and activities. *Executive Order 13347 Individuals with Disabilities in Emergency Preparedness* requires government to support safety and security for individuals with disabilities in situations involving disasters, including earthquakes, tornadoes, fires, floods, hurricanes, and acts of terrorism.

(G) The SANTA FE COUNTY certifies that it has an Affirmative Action Plan/Equal Employment Opportunity Plan (for USDHS/DOJ grants). An EEOP is not required for recipients of less than \$25,000.00 or fewer than 50 employees.

(H) The SANTA FE COUNTY certifies that its employees are eligible to work in the U.S. as verified by Form I-9, Immigration & Naturalization Service Employment Eligibility.

- (I) It is the responsibility of SANTA FE COUNTY as the recipient of these federal funds to fully understand and comply with the requirements of:
- 2CFR Part 215, *Grants and Cooperative Agreements with State and Local Governments* at www.whitehouse.gov/omb/circulars/a102/a102.html.
 - 2 CFR Part 225 *Cost Principles for State, Local and Indian Tribal Governments* at www.whitehouse.gov/omb/circulars/index.html.
 - 2 CFR Part 215 *Uniform Administrative Requirements for Grants and Other Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations* at www.whitehouse.gov/omb/circulars/index.html
 - 2 CFR Part 220 *Cost Principles for Educational Institutions* at www.whitehouse.gov/omb/circulars/index.html
 - 2 CFR Part 230 *Cost Principles for Non-Profit Organizations* at www.whitehouse.gov/omb/circulars/index.html
 - 44 CFR Emergency Management and Assistance
 - OMB Circular A-133 *Audits of States, Local Governments and Non-Profit Organizations* at www.whitehouse.gov/omb/circulars/index.html
 - CFR Title 48 Federal Acquisition Regulations Systems Chapter 1 Part 31 *Contract Cost Principles and Procedures*
 - Common Rule: *Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments*. Incorporated into Individual Federal agency's *Code of Federal Regulations*.
 - OGO *Financial Guide* www.dhs.gov/dhspublic/interweb/assetlibrary/Grants_FinancialManagementGuide.pdf
 - New Mexico State Procurement Code <http://www.comwareone.com/nmsu/next.dll?f=templates&fn=main-h.htm&2.0>
 - New Mexico Administrative Code Title 2 - Public Finance <http://www.nmcor.state.nm.us/NMAC/ title02/title02.htm>

We certify we have read, understood, and accept the Grant Terms and Conditions, the Grant Requirements, and Assurances and Agreements, in accordance with this Award.

Maestri 11-26-13
Grant Specialist's/Program Manager's Signature
Jason M. Wilson 10/14/2013
Chief Financial Officer's Signature
Rich Asboe for KM 12/17/13
Signatory Official's Signature

Approved as to form
Santa Fe County Attorney
By: *[Signature]*
Date: *12/18/13*
[Signature] 12/16/13



Daniel "Danny" Mayfield
Commissioner, District 1

Miguel Chavez
Commissioner, District 2

Robert A. Anaya
Commissioner, District 3



Kathy Holian
Commissioner, District 4

Liz Stefanics
Commissioner, District 5

Katherine Miller
County Manager

MEMORANDUM

To: Santa Fe County Board of County Commissioners

From: Teresa C. Martinez, Finance Division Director

Via: Katherine Miller, County Manager

Date: January 28, 2014

Re: Request Authorization Of The Use Of District 2 Capital Funds, Per Capital Outlay Policy, Allocating \$50,000 For Design of an All Weather Crossing for Pinon Hills in Santa Fe County. (Finance/Teresa Martinez)

BACKGROUND

The Board of County Commissioners previously reviewed and approved the Capital Improvement Plan. The Plan allocated \$200,000 to each commission district to be used for capital projects within each respective district.

ISSUE

In FY 2014, the funds were directly budgeted into a unique cost center for each commission district. The budget established includes the annual allocation of \$200,000 and the carryover of any unspent funds from the previous fiscal year. The Finance Division will continue to maintain a separate spreadsheet that details each capital project by commission district.

SUMMARY

The Public Works Department is requesting funding for the design of an all-weather crossing at the intersection of Calle Carla and Calle Susana in the Pinon Hills Subdivision to address drainage issues at Arroyo De Los Frijoles.

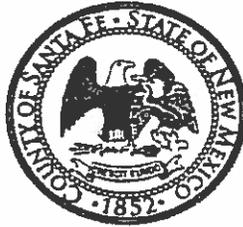
The Finance Department requests BCC authorization for the use of District 5 capital funds, per Capital Outlay policy allocating \$50,000 for design services in the Pinon Hills Subdivision.



Daniel "Danny" Mayfield
Commissioner, District 1

Miguel M. Chavez
Commissioner, District 2

Robert Anaya
Commissioner, District 3



Kathy Holian
Commissioner, District 4

Liz Stefanics
Commissioner, District 5

Katherine Miller
County Manager

MEMORANDUM

TO: Board of County Commissioners

FROM: Teresa C. Martinez, Finance Director *TM*

DATE: January 14, 2014

SUBJECT: Approval of audited Comprehensive Annual Financial Report for FY 2013

ISSUE:

Pursuant to Section 2.2.2.10 K. (3) (d) of 2.2.2 NMAC *Requirements for Contracting and Conducting Audits of Agencies*, it is required that the financial audit report be presented to the Board of County Commissioners at a public meeting for approval.

BACKGROUND AND SUMMARY:

Santa Fe County has completed its Fiscal Year 2013 Comprehensive Annual Financial Report (CAFR). Included in this report are the results of the annual audit. Santa Fe County engaged in a contract with Axiom Certified Public Accountants to conduct the annual audit of the County's financial statements for the fiscal year ending June 30, 2013. As part of the required annual audit, our auditors issue three reports:

1. Independent Auditor's Report (pgs 1-3)
2. Independent Auditor's Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards (pgs 213-214)
3. Independent Auditor's Report on Compliance for Each Major Program and on Internal Control Over Compliance Required by OMB Circular A-133(pgs 215-217)

A summary outlining the audit results consists of the following:

- ❖ The independent auditors' report expressed an unmodified or "clean" opinion on the financial statements and on compliance requirements for the major federal award programs of the County.
- ❖ During FY 13, the County resolved all prior year findings. However three findings related to financial statements, five findings related to Federal Awards, and one finding related to other matters are noted on the Schedule of Findings and Questioned Costs and are summarized as follows: (for complete details and agency response please refer to pages 221-231).

1. 13-01 –Prior Period Adjustment and Material Adjustments (Material Weakness).

Summary & Response

This is a new finding that is a result of material audit adjustments in Accounts Receivable, Capital Assets, Investments and Accounts Payable. The Finance Department recognizes the areas that were impacted and have implemented procedures to address the finding, however further explanation is given in regards to corrective action in pages 221-222 of the report.

2. 13-02 – There two instances where time sheet was not approved by the employee's supervisor and one instance where gross pay was incorrectly calculated.

Summary & Response

The payroll department has provided additional training to the two department supervisors that did not approve time. Additionally, the payroll department provided more information and referred the supervisors to the employee handbook to reinforce the importance of approval of time. In August 2013, the human resources department worked with Sunguard (payroll software company) to modify payroll codes to ensure the error does not occur. After the implementation of the new codes, payroll tested various pay periods to verify that the codes are working effectively and the error has not reoccurred.

3. 13-03 – Information Technology-IT Security Risks and Backup/Retention Plan (Significant Deficiency)

Summary & Response

Santa Fe County is currently addressing the security risks the CAaNES group identified and will continue to work with the CAaNES group to remediate any remaining issues. The CAaNES group was unable to find any security risks associated with Santa Fe County's primary financial systems. Santa Fe County has a backup and retention schedule in place for the Financial Systems and keeps a total of twelve weeks of data.

4. 13-04 – Expenditures for the Public Housing Capital Fund did not match the amount requested for reimbursement. The request reimbursement equaled \$11,338 however expenditures equaled \$5,160.

Summary & Response

The Housing Department has modified the record keeping and draw request process. General ledger account activity reports are verified against the draw request and are then attached to a copy of the draw request for each draw that is performed and filed. Additionally, staff will ensure that all financial reports are reviewed and approved by someone independent of the report preparation. With a second independent review of financial reports a more accurate submission will be accomplished.

5. 13-05 – Davis Bacon Compliance. The County does not have contractor-signed copies of certified payroll forms. They have the first page of these forms, but not the second page which contains the contractors signature.

Summary & Response

The CFP coordinator has requested all payroll certifications from all contractors. Additionally, the CFP coordinator will verify that the prevailing wages were paid and maintain and track all payroll certifications for work all contractors that the Housing Department has established contracts for construction.

6. 13-06 – The Procurement Department has not been searching for vendors on the Federal Government Excluded Parties List to ensure that the vendor has not been disbarred.

Summary & Response

Housing staff will provide the Procurement Office with a copy of OMB Circular A-133 compliance requirements regarding suspension and debarment. Staff will advise the Procurement Office of the Excluded Parties List System (EPLS) for verification purposes to avoid this issue in the future.

7. 13-07- Section 8 tenants were incorrectly reported on HUD Form 50058.

Summary & Response

Staff is implementing a cross-checking procedure where each 50058 will be reviewed by another staff person who is familiar with the application process to assure accuracy in the input of client information on the form 50058.

8. 13-08- Quarterly federal financial reports for the HIDTA grant were not submitted by the required deadline.

Summary & Response

In February 2013, upon the discovery of the delay in reporting, the Finance Department and County HIDTA employees completed and submitted the delinquent reports. In addition, the Finance Department and County HIDTA employees established and implemented a procedure that outlines the steps necessary to meet all reporting due dates. Finally, the Finance Department provided additional training to County HIDTA employees in order to enhance the understanding of federal compliance as well as County policies and procedures.

9. 13-09-Expenditures in Excess of Budget for Regional Transit Fund.

Summary & Response

The County will implement policies and procedures to evaluate expenditures at the fund level to ensure that they have not overspent what was appropriated in the approved budget.

The following summarizes prior year findings that were eliminated during the current fiscal year:

1. 07-01 Quality Control in Assessor's Office
2. 11-03 Cash and Investment Procedures
3. 12-01 Eligibility, Special Tests and Provisions
4. 12-02 Social Security Administration

REQUESTED ACTION:

The Finance Division hereby requests acceptance and approval of Santa Fe County's audited CAFR for the fiscal year ending June 30, 2013.



Daniel "Danny" Mayfield
Commissioner, District 1

Miguel Chavez
Commissioner, District 2

Robert A. Anaya
Commissioner, District 3



Kathy Holian
Commissioner, District 4

Liz Stefanics
Commissioner, District 5

Katherine Miller
County Manager

MEMORANDUM

DATE: *January 10, 2014*

TO: *Board of County Commissioners*

FROM: *Charles Nylander, Chair, Water Policy Advisory Committee*

VIA: *Claudia Borchert, Public Utilities Division Director
Adam Leigland, Public Works Department Director
Katherine Miller, County Manager*

ITEM AND ISSUE: *BCC Meeting January 28, 2014*
APPROVAL OF THE WATER POLICY ADVISORY COMMITTEE'S CALENDAR YEAR 2014 WORK PLAN

BACKGROUND:

Resolution 2013-42, adopted by the BCC on April 30, 2013, created the Water Policy Advisory Committee. Paragraph 10 of the resolution says:

Within two months of the creation of the Committee and at the second BCC meeting in January of each year thereafter, the chair of the Committee shall present to the BCC for approval a draft work plan for the upcoming calendar year or portion thereof. The work plan shall include a list of tasks or topics to be addressed by the Committee over the year along with a delivery schedule of updates, reports, and other deliverables. The chair may from time to time amend this work plan with approval from the BCC. The BCC can amend this work plan at any time. The chair shall update the BCC in accordance with this work plan.

Paragraph 9 of the resolution outlines the various tasks that the WPAC may include in a work plan.

The WPAC met for the first time on October 24, 2013, and it was decided at that meeting that there was not enough time left in the calendar year to bring forward a work plan for 2013. Therefore, the Committee focused on drafting the 2014 work plan, and met again on January 9, 2014, to that end.

The attached work plan was recommended for approval at the January 9 meeting and represents the Committee's best estimate of its capacity. As the year progresses, the Committee will gain a better understanding of its capacity and may seek to amend the work plan accordingly.

REQUESTED ACTION:

Approval of attached work plan.

SANTA FE COUNTY WATER POLICY ADVISORY COMMITTEE (WPAC)

CALENDAR YEAR 2014 WORK PLAN

Task 1: Explore the concept of regional water/ wastewater authority(s) in New Mexico and prepare a White Paper, policy recommendations, and draft resolution for the Santa Fe County Board of County Commissioners (BCC) consideration

<u>Date</u>	<u>Activity</u>
January 28, 2014	WPAC presentation of WPAC 2014 work plan to BCC for approval
July 29, 2014	WPAC presentation of White Paper, policy recommendations, and resolution regarding the regional authority concept to the BCC for approval

Task 2: Investigate aquifer storage and recovery (ASR) alternatives and develop a White Paper, policy recommendations, and draft resolution for BCC consideration

<u>Date</u>	<u>Activity</u>
January 27, 2015	WPAC presentation of White Paper, policy recommendations, and resolution regarding aquifer storage and recovery to the BCC for approval
January 27, 2015	WPAC presentation of WPAC 2015 work plan to BCC for approval

